

JOB DESCRIPTION
LOUDEN HOUSING DEPARTMENT
LOUDEN TRIBAL COUNCIL (aka Galena Village)

Job Title: Housing Director
Location: Louden Tribal Council Office – Galena, Alaska
Supervisor: Tribal Administrator
Salary: Depending on Experience
Employment Status: Full-time

Job Summary: Operation of the Louden Housing Department. This department provides a variety of housing services to the tribal members of Louden. Position is full-time.

Job responsibilities:

1. Work with the Housing Committee to develop plans and meet the needs of the Tribal community.
2. Maintain the records of the Housing Department.
3. Prepare quarterly financial reports.
4. Follow the purchasing policies and procedure for procurement.
5. Prepare 'Requests for Proposals' as needed for bids over \$5,000.
6. Preparation of Annual Budget.
7. Preparation of the Indian Housing Plan and the Annual Performance Report.
8. Process housing applications for NAHASDA and HIP.
9. Conduct screening interview of potential clients. Present results to Housing Director for determination of selection.
10. Develop individual housing plans for clients.
11. Prepare monthly meeting reports for Council meetings.
12. Calendar counseling for clients.
13. Attend training as provided by U.S. Housing and Urban Development – Native American Programs.

Knowledge and abilities:

1. Knowledge of office procedures. Must have a working knowledge of Microsoft Word, Excel and basic filing skills.
2. Knowledge of budget and program development process.
3. Knowledge of basic financial procedures.
4. Basic knowledge and understanding of housing needs in the community.

Qualifications:

1. High school diploma and at least eighteen years of age.
2. Working knowledge of Microsoft Word, Excel and basic filing.
3. Must have a minimum of three years of administrative work experience.
4. Ability to communicate effectively orally and in writing.
5. Ability to work with minimum supervision.

6. Must have valid driver's license and be qualified to drive.

Benefits: Health, Dental, and Life Insurance

Louden Tribal Council (aka Galena Village) is an equal opportunity employer under P.L. 93-638. Indian preference shall be given to the applicant who meets minimum qualifications. All applicants considered for employment must be willing to submit to a background check and drug testing.