HOUSING ADMINISTRATOR
Wampanoag Tribe of Gay Head (Aquinnah)

JOB SUMMARY

The Housing Administrator is the Chief Administrator of the Wampanoag Tribe of Gay Head (Aquinnah) Tribal Housing Authority, charged with the responsibility of planning and administering, directing, supervising and coordinating all phases of the Authority’s operation including but not limited to: maintenance, accounting, security and tenant regulations. The position requires preparation of the Development Program and Budget or supervision and monitoring of work by a qualified specialist. The Housing Administrator has responsibility for the financial accountability of the Authority.

SUPERVISION EXERCISED

The Housing Administrator provides general supervision of all Housing Authority personnel: clerical and maintenance; The Administrator also provides guidance and interpretation of policy and procedures of WTGH(A).

PRINCIPAL DUTIES

Assists the Board of Commissioners.

Responsible for the maintenance of the files and preparation of the minutes of the Board of the WTGH(A) Housing Authority.

Prepares annual budget for the Indian Housing Plan in conjunction with involved accounting and fiscal personnel, and presents it to the Board and Council for consideration. Attend Council meetings as needed.

Arranges for, and prepares, necessary documentation for lease occupancy and makes initial and recalculation computations of rent allocation.

Reviews applications and interviews applicants for housing and reports to the Board.

Initiates procedures to be used in rent collection.

Oversees inspection of all Housing Authority property to ensure provisions of the lease are being compiled with and that a healthy atmosphere is promoted.

Responsible for the public notice that provides all tenants with needed information, i.e., policy changes, scheduled meetings, and maintenance responsibilities.

HIS septic program administration to include bid and contractor coordination.
Coordinates and provides the mechanisms for reporting and collecting delinquent rent payments.

Maintains liaison with Tribal, Federal, State and local resources.

Responsible for implementation and enforcement of the WTGH(A) Personnel Manual, hiring, promotions, written evaluations and separation of personnel within the concurrence of the Board of WTGH(A).

Maintains records of developments, as-builts, personnel records, federal and state taxes, and other documents as necessary.

Deposits, Accounts Payable, drawdowns and maintenance of bank accounts.

Implements all policy and procedures delegated by the Board.

Reviews maintenance reports on a regular basis, evaluates the weekly reports, as required, and discusses them with the appropriate personnel.

Provides maintenance and emergency response as needed – 24 hour on call.

Oversees and works with staff in providing tenants with services and obtaining appropriate aid from the responsible agencies. Research alternative funding mechanisms.

Coordinates and monitors all activities that are held on Housing Authority property.

Responsible security provision for all Housing Authority property.

Responsible for coordinating and maintaining lease housing program.

Undertakes related training opportunities in planning and housing programs development or related areas.

Represent Housing Authority/Tribe at local, state, and national meetings.

Prepare and submit Annual Performance Report and Quarterly Financial Reports to HUD.
MINIMUM POSITION QUALIFICATIONS

   High School Diploma or equivalent.

   Two years management experience of personnel, finances, and planning.

   Successful completion of Housing Management Training from a HUD approved certifying organization – time allowance determined by the Board.

PREFERRED POSITION QUALIFICATIONS

   Bachelors Degree in Public Administration or related field.

   Two years experience in a managed housing environment.