



MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Director of Housing
Reports to: Tribal Administrator - TBD
Salary: DOE

About the Position:

The Moapa Housing Department seeks a qualified and experienced Executive Director to lead all aspects of our department. You will play a pivotal role in ensuring efficient and effective housing programs for tribal members. This includes managing daily operations, fostering collaboration with government agencies, and providing strong leadership to our staff.

Responsibilities:

- **Strategic Leadership:** Develop and implement long-term departmental objectives aligned with the Tribe's mission and goals.
- **Program Management:** Oversee the administration of housing assistance programs, tenant management, and property maintenance according to HUD guidelines and Tribal Council directives.
- **Intergovernmental Relations:** Foster strong working relationships with the Moapa Tribal Council and other government entities involved in Indian Housing.
- **Departmental Operations:** Establish and maintain efficient operational procedures, ensuring smooth collaboration within the department and with other Tribal entities.
- **Staff Management:** Provide leadership and direction to staff, delegate tasks, and oversee training and development.
- **Financial Management:** In collaboration with the Chairperson, prepare and recommend a departmental budget, administer and control departmental expenditures, and formulate proposals for capital expenditures.
- **Cost Control:** Implement procedures for cost control and methods improvement, securing Tribal Council approval as needed.
- **Schedule Management:** Develop program plans and adjust department schedules to align with Tribal programs.
- **External Relations:** Build and maintain positive relationships with industry, educational, and civic organizations to benefit the department and its programs.

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

Minimum Qualifications:

- Bachelor's degree in Public Administration, Housing Management, or a related field (preferred).
- Experience in HUD programs or similar government programs.
- Demonstrated administrative experience.
- Proven ability to manage diverse functions and staff.
- Strong communication and interpersonal skills, with excellent written and verbal abilities.
- Experience in contract administration (preferred).
- Familiarity with housing department or related agency management.
- Ability to retain and recall detailed information on housing matters.
- Valid Nevada driver's license.
- Willingness to work weekends and evenings on occasion.
- Must be able to pass a pre-employment alcohol / drug screen.
- Must be able to pass a full and complete background screen.