

## **POSITION DESCRIPTION**

**Title:** Operations Manager

**Reports to:** Executive Director

**Supervises:** Tenant Relations Officers, Yreka Administrative Clerk, Yreka Custodian, and Community Service/Contract workers, as necessary.

**Location:** Yreka, California

**Salary:** \$35,000 to \$50,000 depending on experience and qualifications.

**Summary:** Responsibilities shall include administration and oversight of all housing related services including project management of all rental programs, admissions and occupancy, drug elimination activities, collections and eviction/foreclosure, supervision of tenant relations officers, and overall supervision of the Yreka office staff.

**Classification:** Full Time, Regular, Non-Entry Level

**Responsibilities:**

1. Shall oversee the CC & R committees and assist with development of codes and regulations.
2. Shall monitor collection of all Laundromat and soda machine monies and ensure deposits are being made in timely manner.
3. Shall be responsible for petty cash in Yreka office.
4. Shall oversee the Youth Sports Program.
5. Shall develop and coordinate drug elimination activities.
6. Shall coordinate and oversee the Elder's voucher program.
7. Shall implement Tenant Incentive programs, reviewing for consistency with regulations and applicable OMB Circulars.
8. Shall coordinate community events in conjunction with obtaining funding.
9. Shall write and revise policies subject to Executive Director and Housing Committee approval.
10. Shall collect data as requested, in preparation of Annual Performance Report.
11. Shall collect data as requested, in preparation of Indian Housing Plan.

12. Shall oversee all eviction proceedings and any actions relating to unlawful detainers involving tenants of the Housing Authority.
13. Shall develop and implement community mediation forum.
14. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
15. Participate in KTHA management team meetings and annual planning meeting.
16. Shall oversee production of the Quarterly Housing newsletter.
17. Shall perform annual audit of tenant files in conjunction with self monitoring review.
18. Shall review and approve all rent calculations and tenant relations correspondence.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand the follow oral and written instructions.

**Requirements:**

1. Must possess a Bachelor's Degree (BA) from a four-year college or university in Business Administration; or five years related experience and/or training in business management, administration, or related field; or equivalent combination of education and experience. Previous experience in program planning and grant writing preferred.
2. Must have program management knowledge and ability to create and administer programs effectively. Experience in HUD housing programs preferred. Knowledge of/experience with Federal, State, and Tribal laws regarding Indian housing, especially the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) is preferred.
3. Must have the ability to follow and motivate others to follow standard policies and procedures. Must have the ability to read, interpret, and explain policies and procedures to others.
4. Must have the ability to receive and handle complaints in a calm and confidential manner.
5. Must have the ability to read, understand, and interpret Federal, Tribal, and State laws and regulations.
6. Must have supervisory experience.
7. Must adhere to confidentiality policy.

8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Indian Preference Policy:** In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), and the TERO Ordinance 93-0-01, Indian Preference will be observed in hiring. Section 7(b) of the Indian Self-Determination and Education Assistance Act (Title 25 USC, Section 450 e(b)) will also be observed.

**Executive Director's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_