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**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

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**Extended Posting**

## **Vacancy Announcement**

**Title:** Executive Director

**Reports To:** Board of Commissioners

**Location:** Happy Camp Housing Office

**Salary:** Depends on Experience

**Summary:** The Executive Director (ED) of the Karuk Tribe Housing Authority will work under the general direction of the Board of Commissioners (BOC). The ED is the Chief Administrative Officer of the Karuk Tribe Housing Authority (KTHA) and is responsible for implementing the Indian Housing Program. The ED is directly responsible to the BOC and implements the policies of the KTHA BOC in all areas of operations. The ED is the coordinator for the BOC in dealing with Federal Agencies, contractors and other agencies or companies as necessary. The ED may enter into contractual obligations for the KTHA as directed by the BOC for the general operations of the KTHA. The ED is responsible for the overall administration of day-to-day activities of the KTHA; planning, developing and Indian Housing Plan and Annual Performance Report, coordinating and executing the KTHA functions of office and personnel, budget and finance, procurement and inventory, and housing development, environmental compliance, and management.

**Classification:** Full Time, Regular, Exempt

**Application Deadline: 5pm, Monday, November 25, 2013**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs)

- Mail to: Karuk Tribe, PO Box 1016, Happy Camp, CA 96039.
- Fax: (530) 493-1611, or 530-493-5322
- Email: [lcolegrove@karuk.us](mailto:lcolegrove@karuk.us)
- Telephone (530) 493-1600, ext: 2010

The Karuk Tribe's **(TERO) Preference, KTHA Residential preference, and Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicant's must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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**Position Description**

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**Location:** Happy Camp Housing Office

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**Classification:** Full Time, Regular, Exempt

**Responsibilities:**

1. Shall manage the KTHA principal place of business, initiate and apply all polices and procedures for operation. Is responsible for hiring and firing of personnel; and assigns, supervises and evaluates their work performance.
2. Shall prepare development, management and grant program budgets and revisions and ensure they are followed. Oversees the accounting process and payment of all obligations. Shall make regular financial statements to the Board of Commissioners and HUD as required.
3. Shall ensure procurement and inventory polices are followed.
4. Shall plan development projects. Responsibilities included needs assessment, land acquisition or selection, selection of architect, agency coordination, oversight of design documents, bid process, contractor selection, construction monitoring, environmental compliance and contract administration.

5. Shall be responsible for Low Rent and Homeownership housing management, assuring compliance with all HUD management directives and KTHA policy. This includes all occupancy, and maintenance issues. The ED is responsible for receiving and resolving complaints, ensuring leases are enforced and rents are collected.
6. Shall administer resident initiative programs to promote resident self-sufficiency including but not limited to Student Voucher Program, drug awareness activities, crime prevention and security programs.
7. Shall seek to increase funding levels for all KTHA programs.
8. Shall prepare, submit and revise the One Year Indian Housing Plan.
9. Shall prepare and submit the Annual Performance Reports.
10. Shall assess housing needs and develop appropriate programs to meet housing needs within formula area.
11. Shall stay informed and keep Board of Commissioners informed on legislative issues that potentially affect housing and funding. Shall assist in developing legislative strategies to reflect local needs.
12. Shall conduct training, as necessary.
13. Shall submit written reports to the Board of Commissioners on a monthly basis.
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. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**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 and follow oral and written instructions.

**Requirements:**

1. Must have a BA in Business Administration or a minimum of five years experience in business management, administration or related field.
2. Must be knowledgeable in housing development and construction. Experience in HUD housing programs preferred. Knowledge of/experience with Tribal and Federal laws concerning Indian

Housing, especially the Native American Housing Assistance and Self-Determination Act of 1996 and federal procurement requirements is preferred.

3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to confidentiality and HIPAA policies.
5. Must successfully pass a pre-employment drug screening test and criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

**Resident Preference:** The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

**Last Revised:** July 2010

**Chairman's Signature:** \_\_\_\_\_

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