

# **DUCK VALLEY HOUSING AUTHORITY**

P.O. BOX 129

OWYHEE, NEVADA 89832

775 / 757-3589

FAX 775 / 757-3746

NEVADA-IDAHO



DUCK VALLEY INDIAN  
RESERVATION

## **JOB ANNOUNCEMENT**

### **EMPLOYMENT OPPORTUNITY**

**POSITION:** DEPUTY DIRECTOR

**OPENING DATE:** November 17, 2021

**CLOSING DATE:** December 17, 2021 (5:00 p.m.)

**STARTING SALARY RANGE:** \$42.03 - \$48.63/Hour

Reports to: Executive Director

#### **RESPONSIBILITIES:**

The Deputy Director is responsible to the Executive Director. The Deputy Director assists to determine course of actions and enforces regulatory and safety requirements as it relates to Tribal Housing, Federal, State, and local regulatory agency's compliance.

The incumbent is accountable for all programmatic and overall managerial issues and concerns. The incumbent must have a clear sense of what is required for growth and to exercise initiative, good judgment, and general competence in NAHASDA, LIHTC, 2 CFR 200 and Shoshone-Paiute tribal law while performing their responsibilities in a business-like manner. This also includes the DVHA's ongoing compliance with the previously mentioned regulations.

The incumbent must be knowledgeable of applicable BIA Realty procedures. The incumbent must respect and follow all DVHA policies and procedures.

#### **SUPERVISORY:**

The Deputy Director reports directly to the Executive Director. Responsible for the direct supervision of low rent occupancy program, homeownership program, resident services program, rental assistance program, modernization program, and security team.

#### **DUTIES:**

- Is the senior advisor and technical support to the Executive Director on all matters relating to development and management of NAHASDA low-income housing on the Duck Valley Indian Reservation.
- Proposes policies, program development strategies, budgets, organizational changes, and

- assists the Executive Director in broad policy issues.
- Accountable for interpreting and implementing in a consistent manner all policies adopted by the DVHA Board and the requirements of various governmental and private organizations with whom business transactions take place.
  - Provides executive supervision and policy direction to DVHA managers/supervisors/occupancy staff in meeting delegated responsibilities and evaluates their performance.
  - Operates an effective performance evaluation system to provide staff with work standards of equality, quantity, timeliness, and to encourage regular communication about expectations between staff, managers, and supervisors. Assists in fostering capacity growth.
  - Provides specific goals and budget benchmarks to DVHA managers. Reviews their budgets and program proposals. Monitors program delivery and performance.
  - Develops, organizes, and regularly reviews all DVHA processes and procedures for the effective delivery of day-to-day operations.
  - Conducts weekly team meetings with all supervised staff to maintain focus. Cultivate education and competency in core areas of housing programs to build capacity among DVHA staff.
  - Will be designated the Human Resource Manager creating Employee Development Plans for each staff person to train and develop greater capacity for the DVHA operations.
  - Assists with the DVHA's ongoing relationship with HUD, Nevada Housing Division, and USDA-Rural Development as partners in providing housing to the Duck Valley Indian Reservation residents.
  - Assists in implementing personnel policies. Specifically in recruiting, screening, recommendations for hiring, supervising, evaluating, promoting, training, and terminating DVHA personnel and reporting to the Executive Director. Follow up with all personnel issues or concerns until they are resolved.

#### **KNOWLEDGE AND ABILITIES:**

The incumbent will have knowledge and abilities in one or more of the following functional areas:

- Ability to exercise initiative, prudent judgement, and general competence in carrying out their responsibilities in housing processes.
- Must have knowledge NAHASDA, Low-Income Housing Tax Credit, Nevada Housing Division LIHTC compliance, principles, procedures, processes, etc. of housing management.
- Must have knowledge and experience with Federal, Tribal, State, and local laws, regulations, policies, and procedures related to BIA/IHS regulations in relation to sanitation, roads and housing infrastructure.
- Ability to write and assist in developing complex reports and grant submissions.
- Strong interpersonal communication skills (oral and written.)

#### **WORK ENVIRONMENT:**

Duties are performed primarily in an office environment. Sitting, stooping, walking, standing, and light lifting are required. Extensive computer use. Some travel required.

#### **REQUIREMENTS**

Valid driver's license

Bachelor's Degree OR sufficient work experience in the housing industry

Experience with Microsoft Office Suite

Experience with ICDBG ASER, HUD EPIC, HUD HEROs, and U.S. Treasury Reporting Systems.

**SPECIAL CONDITIONS:**

1. Must consent to mandatory pre-employment drug screening.
2. Must be able to work without direct supervision.
3. Must be insurable; agree to criminal background check
4. Completed applications can be mailed: Duck Valley Housing Authority  
P.O. Box 129  
Owyhee, Nv 89832

Or email completed application with valid driver's license, H.S. Diploma, higher education certificates or diplomas, and other pertinent information: [stephanie@dvhousing.org](mailto:stephanie@dvhousing.org)

**NOTE:** If you are interested in the position and need to get a paper application, please call the DVHA receptionist at (775)757-3589. Applicants can also call the office to speak to the receptionist about picking up an application. Applicants can visit our website at [duckvalleyhousing.org](http://duckvalleyhousing.org) and look under the postings for an online job application. The application can be mailed or can also be sent electronically to the email address above if preferred.

DVHA is an equal opportunity employer. Indian preference is provided to qualified Indian applicants. The application must be received by the closing date if received after the closing date the application will be returned and not accepted.