

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
PERSONNEL OFFICE FAX: (406) 675-2711  
WEBSITE ADDRESS: cskt.org  
E-mail: shanell.teigen@cskt.org**

**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** Housing Resource Manager  
**LOCATION:** Salish Kootenai Housing Authority – Pablo, MT  
**SALARY:** \$31.93 to \$36.71 per hour  
**CLOSING DATE:** Thursday, September 28, 2022 at 5:30 p.m.

**SPECIAL CONDITIONS:**

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

**DUTIES:**

- This position is a management position and an integral part of the management team of the Salish & Kootenai Housing Authority. Position will exercise good judgment and have responsibility for results. Work activities include, but are not limited to the following:
- Responsible for all stages of developing new Housing resources with direct oversight of the Community Development Block Grant (CDBG), Housing Improvement programs (HIP), the Weatherization Program, the Transitional Living Center, the Low-Income Housing Tax Credit Program and the Flathead Finance Program (FFP).
- Incumbent shall be responsible for oversight and research of funding resources and other notices of funding availability, prepare applications including all related research, submit applications and administer successful projects for any of the above mentioned programs. Implements specialized projects based on Housing needs and priorities approved by the Board of Commissioners and the Tribal Council. Will be responsible for monitoring rules and regulations as issued by the funding source to assure program compliance at all times. Responsible for policy recommendation and changes as programs and regulations change in order to ensure SKHA is in compliance.
- Responsible for high customer service standards, resolving complaints in a timely manner ensuring the rights of all individuals is protected and followed in accordance with set policy.
- Establish positive working relationships, open communication and interactions with private sector, Tribal, Federal and State entities and other programs
- Implements changes in department to reflect policy change, workload and priorities.
- Will be responsible for management of the Housing Resource department, responsible for development of performance objectives and standards for the department in accordance with IHP goals and objectives.
- Responsible for determining department structure including establishment of position descriptions, approving all necessary personnel actions of the department.
- Responsible to meet regularly with staff assuring employees are informed of Housing goals, objectives and changes.
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- Responsible for recognizing and rewarding staff for outstanding performance throughout the year.
- Position will work with the Finance Department on all financial matters but will have authority and responsibility to prepare and monitor budgets as well as prepare a monthly report for the Board of Commissioners and quarterly and annual reports for the Tribal Council reviewing pertinent activities of programs managed.
- Responsible for development, monitoring and approving of all fiscal budgeting and financial expenditures of the department. Ensures all obligations are completed in a timely and authorized manner.
- Responsible to meet with Housing Authority department managers regularly to develop, review and discuss budgets.
- Responsible to access a variety of funding sources necessary to operate the department. Responsible to research funding resources and other notices of funding availability, prepare applications and administer successful projects for any of the above mentioned programs.
- Works with the Housing management staff, Board of Commissioners and the Tribal Council in development and administration of the Indian Housing Plan.
- Develop, and initiate in conjunction with staff, comprehensive department goals.
- Responsible to update, revise and prioritize community facilities plan as needed.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Four (4) years post-secondary education with a degree in Business Administration **OR** four (4) years in a related technically demanding position.
- Four (4) years of experience in supervising subordinate staff.
- Familiar with Code of Federal Regulations and have at least two (2) years experience in working successfully with federal programs.
- Experience in developing and administering performance contracts.
- Familiar with Federal Wage Statutes.
- Must possess a current valid driver's license with no alcohol related offenses for the last three (3) years.

**DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Request a copy of position description for full details.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copies of relevant academic transcripts and/or training certificates.
3. Copy of current valid driver's license.
4. If claiming veteran's preference, a copy of DD214 must be submitted.

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

**SUBMIT ALL OF THE ABOVE TO:**

Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406-675-2700 ext. 1259/1040.

**FOR MORE INFORMATION:** Contact Jody Perez @ 406-675-4491 ext. 1543.

## **HOUSING RESOURCE MANAGER/ SALISH KOOTENAI HOUSING AUTHORITY**

The successful applicant must possess four (4) years post-secondary education with a degree in Business Administration **OR** four (4) years in a related technically demanding position, four (4) years of experience in supervising subordinate staff, must be familiar with Code of Federal Regulations with at least two (2) years experience in working successfully with federal programs, must have experience in developing and administering performance contracts and familiar with Federal Wage Statutes and must possess a current valid driver's license with no alcohol related offenses for the last three (3) years. All applicants must submit a Tribal application, copies of relevant academic transcripts and training certificates, copy of current valid driver's license, and if claiming veteran's preference, a copy of the DD214 must be submitted. **This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** Salary range is \$31.93 to \$36.71 per hour, plus benefits. To apply, contact Personnel at 406-675-2700 Ext. 1040. Tribal applications are also available at [cskt.org](http://cskt.org). The closing date is Thursday, June 3, 2010 at 5:30 p.m.

### **CSKT IS A TRIBAL PREFERENCE EMPLOYER**

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**PLEASE PUBLISH IN CHAR KOOSTA CLASSIFIED ADS:**

1. **September 14<sup>th</sup>, 2022**
2. **September 21<sup>st</sup>, 2022**

**BILL TO: SALISH KOOTENAI HOUSING AUTHORITY  
P.O. BOX 278  
PABLO, MT 59855**

**If you have any questions, feel free to contact Shanell Teigen @ 406-675-2700, Ext. 1274.  
FAX: 406-675-2711 or E-Mail: [shanell.teigen@cskt.org](mailto:shanell.teigen@cskt.org)**