

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
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PERSONNEL OFFICE FAX: (406) 675-2711
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******VACANCY ANNOUNCEMENT******

TITLE: Program Compliance Development Coordinator

LOCATION: Salish Kootenai Housing Authority
Pablo, MT.

SALARY: \$22.22 to \$25.54 per hour

CLOSING DATE: Thursday, February 15, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This position 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.

This position is an integral part of the Housing Resource Department responsible to ensure all grants and programs developed such as the Tax Credit Program, Rural Development Program and any future grants or programs meet all compliance requirements and regulations and to research and assist in the determination of future housing projects for the SKHA.

Duties include:

- Responsible to ensure SKHA is compliant with all program/grant funding requirements for all Tax Credit, Rural Development, IHBG guidelines. Review SKHA policies to ensure they meet the requirements of the Tax Credit, Rural Development, and IHBG guidelines.
- Responsible for all reporting requirements set forth by all agencies associated with the Tax Credit, Rural Development, and IHBG guidelines for future projects submitting monthly, quarterly and yearly reports as required by each. Coordinate with the In-Take and Eligibility Specialist and Occupancy Specialist to gather needed information for reporting purposes. Coordinate with the Occupancy Department to complete quarterly reports for partner/investors regarding tenants' status.
- Responsible to review and submit annual expense/income reports for those programs as required by deadline dates, with copies to the Housing Resource and Finance Managers. Submit budget information to agencies as required.
- Reviews current rental structure and expenses making recommendations to the Housing Resource Manager of any needed increase or decrease when new maximum rental limits are issued for those programs as required.
- Periodically review tenant application process to ensure all requirements are being met in accordance with the Tax Credit, Rural Development, Low Rent, Maggie Ashley and Transitional Living Center.
- Periodically review completed tenant re-certifications and inspections on active participants in the Tax Credit, Rural Development, and future projects to ensure all requirements are being met.
- Keep and maintain files as required in accordance with each funding source to ensure information is retained for the required timeframe for each program and in the manner specified by each.

- Coordinate with the Occupancy Department on the completion and submission of Rural Development tenant information into the MINC reporting system as required.
- Responsible to work with the Finance Department to prepare the Rural Development and Tax Credit annual project budgets.
- Responsible to evaluate SKHA housing needs based on SKHA data and marketing study and assessment and make recommendations to the Housing Resource Manager and Executive Director to assist in determination of future housing projects.
- Responsible to research various sources for funding for future projects working with various SKHA staff for coordination, information gathering and planning as needed.
- Will assist the Housing Resource Manager in completion of new application for funding for future development projects. Work with the appropriate SKHA staff and various Tribal, state and federal departments or programs regarding applications deadlines and information necessary to complete applications, gathering statistical information, letters of support and other required information needed from various departments and agencies.
- Coordinate with the county, city or Tribe regarding the land information that is necessary to complete funding applications including land use covenants, subdivision requirements and lease requirements ensuring all leases are in place
- Coordinate with the appropriate inspectors, SKHA Contracting Officer, and Architect on the design, construction cost, scope of work, construction specification and appropriate procurement of the new units to be constructed when application/funding is approved and received.
- Coordinates closings on new developments as needed working with various individuals and entities to complete necessary requirements providing appropriate documents to SKHA Finance Department as needed. Is responsible to coordinate with the appropriate staff and agencies to complete due diligence list as required by various funding sources.
- Other duties as assigned.

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

- A four-year degree in business, human services, or a related field, or a combination of training and experience in any of those fields. Two or more years in maintaining budgets. Two or more years working with the public. Completion of a National Tax Credit Compliance Training and RD 515 Training within two years of hire.
- Must possess a valid Montana Driver's License without alcohol related convictions in the past 3 years. Must be willing to travel out of the area for training as needed.
- This is not a testing designated position.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- ✚ **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

SUBMIT:

1. Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, Ext. 1040.

FOR MORE INFORMATION:

Contact: Jody Perez, Executive Director @ 406.675.2700, Ext.1543.