



**SAN CARLOS HOUSING AUTHORITY**  
P.O. Box 740  
Peridot, Arizona 85542  
(928) 475-2346 Fax: (928) 475-2349  
[www.sancarloshousingauthority.org](http://www.sancarloshousingauthority.org)

**Position**  
Executive Director  
**Location**  
Peridot, Arizona  
**Job Type**  
Full-time

**Salary**  
Depends on Qualifications  
**Opening Date**  
12/26/23  
**Closing Date**  
Until Filled

### **Position Summary:**

The Executive Director is responsible for all strategic decisions. The Executive Director works closely with the Board of Commissioners in the development of a strategic vision and serves as an advisor to the Board of Commissioners on matters of organizational policy, as well as development and implementation of operational policy.

### **ESSENTIAL FUNCTIONS:**

- Defines and implements strategies to fulfill the organization's mission.
- Builds the management team through motivation and supervision.
- Develops the preparation of reviews, approves and administers the Housing Authority Budget.
- Directs housing activities and explores new services and housing opportunities.
- Reviews and approves requests for Federal Funding of programs and approves documentation prior to submission to Federal agencies.
- Administers the allocation and expenditure of Federal Funds for Housing Authority programs and projects.

- Defines key partnerships needed to develop new programs and services and establishes partnerships with targeted organizations such as nonprofit, federal, and state organizations.
- With other management team members, establishes an environment that is adaptable and well-positioned to respond to program challenges.
- Conducts operations in a manner that complies with applicable state/federal and tribal laws and regulations and organizational policy established by the Board of Commissioners and the San Carlos Apache Tribal Ordinance creating the SCHA.
- Operate SCHA in accordance with its Mission Statement, Governance Policies, Ordinance and Bylaws, Policies and other directions of the Board.
- Directs the development, implementation, maintenance and control of financial operations, education and training, legal, legislative, and all phases of housing management.
- Directs development and maintenance of all housing projects owned and built by the SCHA. Acts as contract Officer on behalf of the SCHA.
- Prepares annual budget in conjunction with Finance manager and presents it to the Board for their consideration.
- Directs preparation of the Annual Indian Housing Plan with annual budget, administers the budget, and provides regular financial reports to the Board of Commissioners. Monitors the Indian Housing Plan and prepares the Annual Performance Report (APR).
- Reviews and evaluates personnel and program efficiency and effectiveness and initiates appropriate actions.
- Directs legal in matters of litigation strategy, monitors legal and legislative issues affecting the organization, and responds appropriately. Initiates legislative matters affecting the interest of the organization.
- Assures that the SCHA and its mission, programs, products, and services are consistently presented in a strong positive image.
- Ability to develop and install a variety of management/maintenance systems and sub-systems.
- Responsible for hiring, promotion and separation of personnel.
- Interprets and implements all policy and procedures coming from the Board.
- Ability to effectively and economically direct the activities of an administrative, professional, technical and clerical staff.

- Works with other tribes to understand the unique environment offered by restricts reservation land and helps develops unique housing programs to meet the needs of the San Carlos Apache.

### **Minimum Requirements:**

- Bachelor's degree in business administration or related field, master's preferred.
- Five (5) years of experience in accounting or finance for a large or public organization. Other finance experience will be considered.
- Must have a current and valid AZ Driver's License.

### **Tribal Preference:**

Preference in filling vacancies may be given in accordance with the Indian Preference Act and SCHA Personnel Manual relating to Tribal and Veterans Preference. The San Carlos Housing Authority will grant preference for employment to qualified individuals in the following order:

1. Enrolled members of the San Carlos Apache Tribe with Veterans' Preference. Enrolled members must show proof of honorable discharge by submitting a DD-214.
2. Enrolled members of the San Carlos Apache Tribe.
3. Indian spouse or Indian parent of an enrolled member of a federally recognized Tribe or a parent of an enrolled member of a federally recognized Indian tribe.
4. Enrolled members of a federally recognized Indian Tribe.
5. Non-Indian spouse or non-Indian parent of an enrolled member of a federally recognized Tribe.
6. Non-Indian.

The Tribal Preference policy applies to hiring, placement, selection for training, treatment during employment, promotion, transfer, reduction-in-force and lay off.