



Eastern Band of Cherokee Indians

MANAGER - HOUSING PRODUCTION

Position Description

Program:	Housing Program	Reports to:	Director - Housing
Division:	Housing	Position Number:	972214002
Classification:	Exempt	Revision Date:	10/01/2022
Pay Level:	14	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The primary function of this position is the oversight and management of the EBCI housing delivery system through overseeing housing production and services, including project planning and development, site and home design, site preparation, construction and vendor contracts, land acquisition, homebuyer assistance, and publicity and production of housing units. Under broad supervision, incumbent is responsible for the overall operation of the assigned area including services, staffing, budgeting, and reporting. The incumbent is also responsible for compliance with applicable Federal, State, funding source, or other agency requirements and regulations. The incumbent ensures all activities relating to the Housing Development and Services Division are accomplished in such a way that the goals, programs, and policies of the EBCI are implemented. The incumbent directs activities of staff concerned with implementing housing development projects by performing the following duties personally or through subordinate personnel. Oversees, coordinate, and manages the activities of departmental staff and construction crews. The incumbent is responsible for assisting in the development of an annual housing plan and a multi-year strategic plan. Incumbent is responsible for assisting in the preparation of Housing Division financial reports to the Tribe in concurrence with the Balanced Budget Act. This work is frequently done in consultation with the Director of Planning, Production & Services, Housing Development Team, Executive Committee, Tribal Council and Tribal programs.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Researches, gathers, and maintains diverse house design plans and construction options
- Assists in setting residential community design standards and administering construction programs consistent with such standards
- Assists in coordinating housing delivery work activities and productions schedules; prepares reports, documents and other information on coordination and production efforts; oversees and coordinates homebuyer preparation and selection processes.
- Acts on behalf of Housing for land purchases and appraisals.
- Oversees the paving services and contracts for the Housing Department.
- Assists with developing and implementing the Housing Division's annual plan and multi-year strategic plan.
- Oversees on a daily basis the duties, performance and attendance of assigned construction, site prep crews.
- Coordinates home builder recruitment and contracting on behalf of Division and Tribe.
- Coordinates work assignments of site prep construction crew.
- Assists with the preparation of the Housing Division's financial report to the Tribe in concurrence with the Balanced Budget Act

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- Establishes project budgets and other parameters, including completion timeframe for each phase of housing development
- Directly supervises personnel and contractors engaged in planning and housing production work, interpreting specifications, and coordinating various phases of housing development to prevent delays
- Prepares or reviews reports on progress, materials used and costs, and adjusts work schedules as indicated by reports
- Conducts interviews, hires, supervises, trains, evaluates performance, applies discipline, and approves merit increases, vacation schedules, etc., of subordinate staff
- Represents the Tribal Housing Division in official matters as authorized by Director of Planning, Production & Services Performs any additional functions as delegated by the Director of Planning, Production & Services or designee.
- The incumbent establishes guidelines by translating the goals and strategies of a project into meaningful work assignments for all aspects of project development. The incumbent is considered a professional employee with judgment skills and knowledge necessary to apply established guidelines in the most effective and efficient manner benefiting the project circumstances.

Scope of Supervision:

Supervision consists of duties including budget, personnel issues, program goals and objectives. The incumbent establishes guidelines by translating the goals and strategies of a project into meaningful work assignments for all aspects of project development. This change may include staff assignments, outside work relationships with agencies and individuals, and resource allocation and utilization. The incumbent may recommend the employment, promotion, demotion, transfer, and discharge of all positions within this department. The incumbent will be evaluated/reviewed based on established performance objectives, performance standards, and by evaluating performance on a periodic basis.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Four (4) years of related experience required. Experience in housing development work, of which 2 years was spent in progressive supervisory roles.
- Education:** Bachelor's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 5 years with a High School Diploma/GED equivalent; or 3 years with an Associate's Degree.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must have thorough knowledge of policies, procedures, and guidelines of Housing Development and the EBCI.
- Knowledge of mortgage finance industry and/or consumer lending is required.
- Requires the ability to read and interpret instructions, maintain records, and complete specific reports. Requires the ability to read detailed and/or technical instructions.
- Must have the ability to speak effectively before groups of customers and employees of the EBCI and its programs.
- Must be able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to deal with problems and undertake critical thinking and decision making is required to include having good writing skills.
- Twelve months would be required to become proficient in most phases the job.

Safety/Accuracy Focus:

The effect of the work required is reflected in the physical and infrastructure development of the EBCI and the Cherokee Indian Reservation in the areas of safety, economic development, environmental protection, and the general quality of life for reservation residents. An extremely high level of accuracy is required when performing environmental oversight and evaluating and analyzing information including financial data, and completing paperwork. Incorrect procedures could have significant

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implications with more serious failures compromising resource integrity, grant awards, and, in some cases, employee and environmental safety.

Key Relationships:

The incumbent must communicate daily with the Housing Development Team and other pertinent Tribal divisions and programs. Frequent contact is required to ensure proper program directions for completion of goals and objectives. Contact is maintained with other organizations including Tribal, State, Federal, and local programs as required. Incumbent must ensure fairness and equality when dealing with all levels of employees, vendors, official entities, and community members.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. The incumbent is responsible for highly confidential material including personnel records, government and Tribal reports, financial information and more. The incumbent has access to all program memoranda, grant agreements, and other Tribal correspondence considered confidential. A high degree of discretion must be used when considering what information should be shared. Must adhere to Tribal confidentiality policies while performing job duties, and may be required by his/her superior to sign a confidentiality Statement.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. This position requires a high level of knowledge, skills, and abilities. Managerial and administrative skills are required due to the program work requirements to operate the program on a day-to-day continuum and provide interaction with other Tribal programs, Federal and State agencies. Tribal and Federal agencies regarding work progress and milestones require formal reports. People skills are required to supervise staff members effectively to achieve program goals. Annual and project oriented budgets with attendant justification must be compiled by the incumbent while communicating with a myriad of entities on a professional and technical level. The technical level of expertise required is beyond that required by most professional and Tribal offices. A working knowledge of computer operating logic and specific software manipulation is used on a daily basis.

PREFERRED QUALIFICATIONS

Construction or program/project management experience is preferred.

WORK ENVIRONMENT

Work Environment: Most work activities are performed in a standard size office with technology advanced equipment including computer terminals, digitizers, modems, etc. A substantial percentage of the work activities will be performed indoors. The physical risks to performance in this position are standard risks associated with construction sites in various stages of completion. Outdoor physical risks are construction related and may include sprains, strains, insect and animal bites, etc.

**Mental/Visual/
Physical Effort:** Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Concentration varies from high to intense depending upon the task. While performing job duties, the employee is routinely required to walk, sit, stand, climb, bend, crawl, reach with both hands and arms, speak and hear. The incumbent is required to perform physical activities associated with this position with certain amount of time spent at a computer terminal. Some time outdoors will be required gathering data, visiting work sites and other related media sites with contractors, vendors, and staff

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- Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
- Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
- Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Manager - Housing Production** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date