

YUROK INDIAN HOUSING AUTHORITY



15540 N. Hwy 101, Klamath, CA 95548-9351 Phone: (707)482-1506; (800)281-4749; Fax: (707)482-3117

Job Description

Job Title: Office/Park Manager
Department: Land & Community Development
Reports To: Executive Director/Development Director
Salary: Level 11 / \$14.89 - \$21.17
FLSA Status: Regular, Full-Time, Exempt
Benefits: Health & Dental, 401(k), Vacation & Sick leave
Worksite: Up-River / Humboldt & Del Norte Counties, CA

SUMMARY

Under the general supervision and direction of the Executive Director and Development Director the incumbent plans, monitors and coordinates current activities for the Yurok Indian Housing Authority Construction Projects which include but are not limited to construction of new and modernization of existing rental homes or rehabilitation of homes approved for services. As an integral part of the development team, incumbent is responsible for ensuring that goals or objectives of the project are accomplished within the prescribed time frame and funding parameters. The suitable candidate will compile and draw up purchase orders for procurement of materials and services relative to the YIHA programs which include maintenance, construction, development, renovation, rehabilitation, office consumables, and inventory. Candidate must have good attention to detail and pride in their work. Candidate must have exceptional organizational skills and demonstrate their ability to multi-task with competence. Candidate must have experience and demonstrate their ability to function in a team-oriented environment.

DUTIES:

1. Coordinates shared projects with Housing Services and include HS for purchases, foreclosures and modifications of all units
2. Works with GIS department for all mapping and surveying issues.
3. Works with Realty for fee-to-trust conversion for any purchased lands.
4. Ensures all land titles are free and clear, completes inspections, environmental and appraisals.
5. Coordinates technical staff in the over-all scheduling of supplies, materials, equipment, cost estimates, quotes, orders, bid specification and work item contracts with contractors/sub contractors.
6. Prepare contract documents for execution.
7. Helps to coordinate all housing and project services. Controls all Change Orders and requisitions.
8. Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget, in coordination with superintendents.
9. Review and monitor all design and construction phases.
10. Reviews and approved subcontract pre-billing worksheet and sub-bills, pay estimate breakdown and monthly progress payment request and monitor payment receipts and disbursements.
11. Prepares and submits monthly written status reports to the Executive Director regarding progress of any design, construction, housing rehabilitation, modification of schedules or plans and budgets.

12. Assures project is consistent with government regulatory requirements and tribal/housing authority's building codes or standards.
13. Reviews status reports from Contractors and modifies charts and schedules.
14. Coordinates requirements for manufactured housing projects.
15. Maintains development project files pertinent to completed work.
16. Participates in the selection of eligible program participants.
17. Performs initial contract review/oversight of contractors/consultants engaged by YIHA.
18. Conduct the review of project requirements such as consultant proposals, plans, drawings, specifications, and related development, design and construction documents.
19. Assist in the selection of consultants, contract negotiation, implementing a compliance oversight and inspection tracking/data management/monitoring system for housing development or projects.
20. Assists in maintaining the budget and schedules, and approving and tracking submittals.
21. Assists with other development duties when time allows or as necessary.
22. Maintain cooperative working relationship with all necessary project personnel.
23. Prepares Task Orders and written communication to consultants/contractors as necessary
24. Visits job sites to keep informed of the project progress.
25. Assists with preparation of procurement and prepares or writes purchase orders as necessary.
26. Attend professional training as needed.
27. General Park Management
28. Other duties as assigned

MINIMUM QUALIFICATION:

Four (4) years practical knowledge of general construction

Two (2) years of advanced office management, including supervisory experience

Must be at the intermediate or advanced level of computer skills and knowledge of Internet research skills,

AA/AS degree from an accredited institution a plus,

Or the equivalent in years of combined experience.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The work requires extended travel into the service area of the Yurok Tribal Reservation covering areas of both Humboldt and Del Norte counties. Time spent in office is required for project planning. Employee will also be exposed to all weather conditions in remote areas and walking distances.

LANGUAGE SKILLS:

Ability to read, analyze and interpret blue prints, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Experience with and/or knowledge of Indian Communities, Customs and Tribal Government structure preferred. Ability or experience in working with diverse groups of individuals, especially those at low and very low income levels preferred.

**IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS,
INDIAN PREFERENCE WILL BE APPLIED.**

**THE YUROK INDIAN HOUSING AUTHORITY IS A DRUG AND ALCOHOL-FREE WORKPLACE.
DRUG SCREENING WITH A NEGATIVE RESULT IS REQUIRED BEFORE BEGINNING
EMPLOYMENT.**

Must submit: COVER LETTER, RESUME, YIHA APPLICATION, AND TRIBAL ID (if claiming Indian Preference) no later than 5:00 P.M. on Closing date to: Jodi Hayward, or by fax: (707) 482-3117, or bring into our office at: 15540 Hwy. 101 N. Klamath, CA. Missing documents will disqualify you from getting an interview.