



# Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1  
Morton, MN 56270

*Cansayapi Otunwe*

Revised 8-31-2017

## LOWER SIOUX INDIAN COMMUNITY HOUSING ASSISTANT - JOB DESCRIPTION

**JOB TITLE:** Housing Director  
**DEPARTMENT:** Housing  
**REPORTS TO:** Community Council  
**FLSA STATUS:** Non-Exempt

### **SUMMARY:**

The Housing Director is responsible for directing the operation and administration of the Lower Sioux Housing Programs. These operations include development, administration, maintenance and operation of housing activities under tribal, federal and state programs.

### **SUPERVISORY RESPONSIBILITIES:**

The Housing Director is responsible for the overall direction of employees within the division and will supervise or oversee the supervision of all housing division employees. Supervisory duties include assigning tasks, evaluating performance, imposing discipline, and handling grievance, all in accordance with personnel policies and procedures.

### **EDUCATION AND EXPERIENCE:**

- Associates Degree in the financial/clerical field or three years' equivalent experience accompanied by a high school diploma/GED.
- Minimum of 1-year accounting/bookkeeping experience.
- Previous work experiences within Native American Indian Housing a definite plus.

### **QUALIFICATIONS:**

- Ability to read, analyze, and comply with laws and regulations governing Indian housing programs as well as associated with financial reports and legal documents.
- Ability to communicate verbally and in writing with clientele, employees, supervisors, and governmental officials.
- Ability to take direction well and to maintain absolute confidentiality of all appropriate and privileged information.
- Must possess excellent written and oral communication skills.
- Must possess basic knowledge of accounting and computer programs such as: Abila MIP Fund Accounting, Trakker Loan Servicing Software, Microsoft Office 2016, internet; email, and other software as necessary.

- Must possess knowledge of Records Management such as filing; database management, etc.
- Must possess accounting skills in Accounts Receivable and Accounts Payable and Mortgage Lending practices.
- Must possess a valid Minnesota Driver's License.
- Must be willing and able to attend training off-site and occasionally out of state for more than a day at a time as necessary or required.
- Ability to work cooperatively with all tribal community members who are served by the LSIC HA, staff and employees of the Lower Sioux Indian Community, Jackpot Junction Casino Hotel, and other organizations, public and private.
- Ability to collect, read, analyze, and interpret data/documents and to retain confidential information.
- Ability write reports, business correspondence and procedure manuals.
- Ability to understand verbal directives and carry them out effectively in a timely manner.
- Ability to handle criticism constructively and follow the chain of command.
- Must be a self-starter and able to produce results with minimal supervision and able to lift and move 25 pounds without stress.
- Knowledge of LSIC/Dakota history a definite plus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Keyboarding, computer data entry, copying, filing and general office duties as directed.
- Process rental, mortgage, rehabilitation and contract for title applications and management of approved applicant files.
- Reconciles and balances all Housing program accounts.
- Record mortgage/rehabilitation loan and rental payments.
- Assist with accounts receivable/payable, loans, rental and contract for title accounting, recording and processing.
- Assist with all aspects of underwriting mortgage/rehab loan applications.
- Facilitate procurement of building, office and program related supplies as directed.
- Record and transcribe minutes of Housing Commission meetings.
- Completion and submission of required program reports (financials with narratives where applicable) to the U.S. Department of Housing and Urban Development (HUD)/Office of Native American Programs (ONAP), the Minnesota Housing Finance Agency (MHFA) and participate with audit preparations.
- Manage tribal housing properties and programs, including but not limited to senior assisted living facility, low-income rental units, and mutual help/home ownership units.
- Ensure timely and proper maintenance of all tribally owned housing units.
- Manage the timely collection and deposit of rents and loan payments.
- Prepare surveys, reports, applications and other documents, which are required by the funding agency and related to the management of a housing activity.
- Develop and implement comprehensive housing plans of the Lower Sioux Indian Community.
- Ensure compliance with tribal and federal laws and regulating applications applicable to housing activities undertaken for the benefit of the Lower Sioux Indian Community.
- Ensure that tenant applications, tenant selections, and unit leases are processed in accordance with applicable laws and regulations.
- Monitor compliance with all terms and conditions of leases, and take action necessary to cure violations, terminate leases, and evict tenants.
- Prepare a budget and a budget justification for all programs and activities assigned to the Housing Division.

- Manage funds allocated or appropriated to the Housing Division in accordance with financial policies and procedures established by the Lower Sioux Indian Community or required by federal or state laws and regulations.
- Develop and recommend to the Lower Sioux Community Council proposals to ensure that all housing units are decent, safe, and sanitary.
- Cooperate and consult with other tribal, state and federal governments and private entities, for the purpose of enhancing opportunities for the Lower Sioux Indian Community.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned

**DISCLAIMER:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Tribal Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_