



Eastern Shoshone Housing Authority

P.O. Box 1250
37 North Fork Road
Fort Washakie, WY 82514
307-332-5832 Office
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NOTICE OF EMPLOYMENT

Position: Executive Director
Supervisor: ESHA Board of Commissioners
Opening Date: March 5, 2025
Closing Date: April 4, 2025
Salary: DOE
Employment Type: Full-Time/Regular

Summary: Supervises and manages all activities of the Eastern Shoshone Housing Authority. The Executive Director responds directly to the Board of Commissioners for the general operations of ESHA, finance, development, and guidance about policy, policy revision, and submission of proposed policies involving ESHA, its employees, and its tenants of Low Rent, Mutual Help & Tax Credit. The Executive Director must be proficient and well-versed in the Native American Housing Assistance and Self-Determination Act (NAHASDA).

Duties and Responsibilities:

1. Prepares agendas for all ESHA Board of Commissioners meetings, schedules, and attends all regular and special board meetings and keeps the board accurately informed of ESHA activities.
2. Ensure the preparation of ESHA Board meeting minutes, resolutions, and documents all board actions.
3. Prepares ESHA policies for Board approval, updates policies to meet federal and operational requirements and ensure compliance with ESHA board policies.
4. Supervises finances and all financial operations. Ensures financial reporting requirements are submitted to HUD promptly, financial drawdowns are by federal regulations, and disbursements are formally authorized.
5. Develops, monitors, and revises operational budgets and prepares Annual Performance Report (APR) with the assistance of finance and administrative personnel.
6. Responds and submits to federal housing NOFA, state RFP's and leverages local and tribal collaborative opportunities.
7. Prepares Indian Housing Plan (IHP).
8. Develop a staffing plan for ESHA based on the availability of funds and activities to be

accomplished.

9. Develops and maintains a strategic housing plan to provide an adequate level of tribal housing stock.

10. Reviews housing applicant's waiting list. The Executive Director additionally submits to the Board of Commissioners for approval for any exceptions to the procedures for filling ESHA vacancies from the waiting list.

11. Ensures the collection of rents and monthly payments, authorizes court action to demand collections and enforces eviction policies, as well as obtaining legal counsel.

12. Supervises all aspects and phases of the development of the new housing construction and modernization projects and serves as the contracting officer of record for all related contracts. Maintain all contract records and reports.

3. Supervises and monitors the quality, quantity, and performance of all individual or business under contract to provide goods or services to ESHA.

14. Assists in ESHA procurements process, reviews all invitation to bid, requests for proposals and all other ESHA obligations for funds. Awards contracts according to HUD regulations and applicable federal and tribal laws.

15. Reviews and supervises the annual revision of utility allowances, income limits, rent and homebuyer payment ceilings.

16. Supervises housing maintenance programs, manages all activities related to housing including the physical plant, daily maintenance, inventory control, inspections, preventative services, and resource scheduling.

17. Review the results of move-in, move-out, and annual inspections of rental and mutual help units by Management Services and initiates appropriate administrative remedies.

18. Supervises Human Resource activity, accepts and reviews employment applications, follows ESHA personnel policies of filling vacant positions, drug screening, hiring new positions, employee grievances, and employment termination. Maintains records and reports wage determination and liaisons contractors and the Labor Relation Division of HUD.

19. Oversees general staff activity, supervises staff training, evaluates staff performance, authorizes corrective action according to policy and when applicable, modifies staffing plan. This individual is also responsible for initiating administrative procedures regarding personnel transactions.

20. Supervises Housing Management Services and monitors resident services contracts and referrals administered by ESHA.

21. Coordinates conveyances of Mutual Help homes with ESHA Board of Commissioners, Tribes, Bureau of Indian Affairs, existing and subsequent homebuyers.

22. Serves as ESHA's principal contact with HUD, ensures that all activities of ESHA meet HUD regulations and requirements.

23. Maintains a liaison with Regional Indian Housing Authorities and exchanges information on development and management techniques.

24. Promotes an understanding of ESHA and related programs among all members of the community.

25. Maintains an appropriate relationship with all local, tribal, state, and federal agencies.

26. Supervises all non-profit organizations, for-profit (DBA) activity and ESHA-sponsored federally funded programs. Ultimate line authority will lie with the Executive Director of the Eastern Shoshone Housing Authority.

27. Assumes all other responsibilities assigned by the Board of Commissioners.

Qualifications: Can work effectively with Native American people in culturally diverse environments. Have the ability to manage time well and work under stressful conditions with an even temperament. Have the ability to establish and maintain harmonious working relationships with other employees and the public. Have the ability to understand and follow oral and written instructions.

Requirements: Must possess a Bachelor's Degree in public administration, business administration, or related field or five (5) years of experience in business management, administration, or related field. Other combinations of experience and education that meet the minimum requirements may be substituted.

Must be knowledgeable of Tax Credit, Title IX, 184 Home Loan Program, Mutual Help, & Low Rent housing development and management. Experience in HUD housing programs preferred. Knowledge of/experience with Tribal and Federal laws concerning Indian Housing, especially the Native American Housing Assistance and Self-Determination Act of 1996 and federal procurement requirements, is preferred.

Must adhere to tribal mandated confidentiality and ethics policy.

Must successfully pass a drug screening test and criminal background check.

Certificates/License: Possess a valid Wyoming driver's license throughout employment with ESHA, proof of insurance, and be insurable by the Tribe's insurance carrier.

How to Apply: Persons interested in this position should submit an Eastern Shoshone Housing Authority Employment application to Lynette O'Neal, Interim Human Resources at lynette.o'neal@es-ha.com. For more information, please call (307)332-5832.

ESHA is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of race, religion, color, national origin sex, age, or handicap in accordance with Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, The Equal Pay Act of 1963, and Section 501 of the Rehabilitation Act of 1973.