



Northern Circle Indian Housing Authority

Ukiah Office
694 Pinoleville Drive
Ukiah, CA 95482
707-468-1336

Grindstone Office
3600-06 Pum-Ti-Ta-De Lane
PO Box 38
Elk Creek, CA 95939
530-848-4240

Oroville Office
4740 Pacific Heights Road
Oroville, CA 95965
530-533-5863

Wilton Office
9728 Kent Street
Elk Grove, CA 95924
916-684-1861

POSITION DESCRIPTION

POSITION: Construction Department Program Specialist

SUPERVISED BY: Construction Department Manager

DEFINITION OF POSITION:

The Construction Department Program Specialist (CDPS) is responsible to and performs under the direct supervision of the Construction Department Manager (CD Manager), serving as Program Specialist to coordinate and expedite the development of new construction and housing rehabilitation of Indian Housing within the operational jurisdiction of NCIHA.

PRIMARY RESPONSIBILITIES:

1. Assists the CD Manager in representing NCIHA at meetings and conferences with HUD/BIA/IHS staff, architects, contractors, engineers, tribal officials and participants in matters related to housing development (new construction & housing rehabilitation). Prepare documents, minutes and other pertinent information to ensure NCIHA is prepared for all meetings and conferences.
2. Prepares letters and other correspondence on matters relating to housing development as directed by the CD Manager.
3. Assists CD Manager to compile reports such as the monthly report and annual report for the Board of Commissioners, Tribes and/or agencies and organizations as required.
4. Assists the CD Manager to track the tasks necessary to ensure that target dates established for completing various Housing development stages are fulfilled, such as site selection, soils reports, surveys, geological reports, archeological reports, appraisals, and other planning phase activities.
5. Assists in the preparation of bid packages, construction contracts, completion documents and other construction exhibits.
6. Assists the CD Manager to complete documents and actions necessary to ensure environmental compliance and appropriate Release of Funds is

obtained from HUD or other agencies.

7. Maintains records and files to ensure compliance with construction contract provisions, including labor compliance and Indian Preference, and relevant building codes as directed by the CD Manager.
8. Assists member Tribes to compile and adhere policies relating to new construction and rehabilitation including but not limited to eligibility of unit, eligibility of family, and suitability of site as directed by the CD Manager.
9. Primarily responsible for ensuring compliance with all applicable procurement requirements as directed by the CD Manager.
10. Assists CD Manager to conduct inspections of units and site infrastructure and prepare inspections reports as required.
11. Primarily responsible for application intake, documentation of income and other criteria to ensure recipients are eligible for services.
12. Maintain files to document all activities
13. Within the scope of the general activities not specifically described above, performs other duties as assigned by CD Manager.

EDUCATION, KNOWLEDGE, EXPERIENCE AND ABILITIES:

1. Minimum of two years housing or community development experience with a tribal, public or private agency.
2. High school diploma or equivalent. Knowledge of construction trade.
3. Ability to acquire necessary knowledge of HUD/BIA/IHS laws, regulations, policies and procedures as they relate to Indian Housing.
4. Ability to acquire necessary knowledge of applicable sections of codes: Federal Regulations, operating handbooks, and other program or industry guidance and revisions thereto.
5. Ability to establish and maintain effective working relationship with program participants, staff and other tribal, public and private agencies.
6. Ability to organize and conduct individual and group informational sessions with program participants, tribal officials, architects, engineers or other identified parties.
7. Ability to write clearly and speak effectively. Produce clear concise reports.

8. Ability to develop and maintain reports and records as required.
9. Ability to travel as necessary. Must have valid CA drivers license and meet NCIHA vehicle insurance requirements.
10. Ability to work independently and handle heavy workload in an efficient and expeditious manner.
11. General knowledge of economical, social, educational and cultural trends in the Native American community.

PLACE: NORTHERN CIRCLE INDIAN HOUSING AUTHORITY
UKIAH, CA

SALARY RANGE: \$49,525 to \$84,704

CLASSIFICATION: Program Specialist

WAIVER OF EDUCATIONAL OR EXPERIENCE REQUIREMENTS:

The Board of Commissioners may waive the educational or experience requirements based on the evaluation of the experience or demonstrated competence of the job applicant.

- The information contained herein is not intended to be an all inclusive list of the duties and responsibilities of the job, nor are they intended to be an all inclusive list of the skills and abilities required to do the job.
- Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.