



Northern Circle Indian Housing Authority  
694 Pinoleville Drive, Ukiah CA 95482  
Ph: 707-468-1336 Fax: 707-468-5615

## PLEASE POST

### JOB ANNOUNCEMENT

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**TITLE:** Executive Director  
**WORKWEEK:** 40 hours/M-F  
**SALARY:** \$65,266.00 – \$101,249  
**CLOSING DATE:** **Open until filled**

#### General Responsibilities Include:

Under Policy direction of the Board of Commissioners, the Executive Director is responsible for the effective and efficient administration and management of Northern Circle Indian Housing Authority.

Assures that NCIHA's primary funding source, the Indian Housing Block Grant authorized by the Native American Housing Assistance and Self Determination Act (NAHASDA) is operated within applicable statutory and regulatory requirements.

Must demonstrate a thorough knowledge of Federal, State and Tribal programs and services that support Indian housing and community development such as Low-Income Housing Tax Credits, NAHASDA, HOME, AHP and others.

Responsible for preparation of Indian Housing Plans, grant applications, policies, reports and other documents required or convenient to the successful operation of the organization.

Implements policy decisions of the Board of Commissioners, provides administrative and technical assistance to the Board and serves as the primary communications link between Board and staff.

Establishes and maintains Personnel Policies and Procedures, participates in selection, training and evaluation of staff. Promotes a program of effective utilization of resources.

Seeks Federal, State and nontraditional funding sources that benefit NCIHA's organizational objectives. Fundraising is a key aspect of the position.

**REQUIREMENTS:**

Graduation from an accredited college or university with a baccalaureate degree in public or business administration, planning or a closely related field

Two years demonstrated experience in managing/directing housing/community development programs

Ability to exercise independent initiative and sound judgement in solving administrative, fiscal, program development and personnel issues

Must submit NCIHA employment application, resume and letter of interest.

- Provide Tribal affiliation on employment application (if applicable)
- Possess a valid CA Drivers License
- Ability to meet NCIHA vehicle insurance requirements
- Pre-employment Drug Testing

**Application and full job description is available at  
NCIHA**

**Contact Person: Darlene Tooley  
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