



**JOB DESCRIPTION & JOB ANNOUNCEMENT**

Job Position: **Development Manager**  
Supervisor: Housing Director  
Supervises: 1+ employees  
Employer: Umatilla Reservation Housing Authority  
Salary Range: \$49,344-\$59,832/year (DOQ)  
Status: Full Time Employee @ 37.5 hours per week with benefits  
Opening Date: July 30, 2009  
Closing Date: **OPEN UNTIL FILLED**

**Attachment Request: Must include the Writing Sample as a part of the application**

**Policy and Program Responsibilities**

Under the general supervision of the Housing Director, this position is a professional and technical position responsible to coordinate and monitor housing development and construction activities with Housing staff, Tribal elected officials, Tribal programs/departments and other agencies. Individual will participate in short and long range housing goals for the community.

**DUTIES AND RESPONSIBILITIES:**

The following represent the major essential and education requirements of the position; however they are not intended to be all-inclusive. The Housing Director reserves the right to change, reassign, or combine job duties at any time.

**MANDATORY QUALIFICATIONS:** The incumbent must possess the following knowledge, skills and abilities or be able to explain and demonstrate that she/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Coordinates all housing development activities for the housing authority.
2. Investigates the possibility of forming joint ventures and partnerships with other organizations/businesses (Indian and non-Indian) in the community.
3. Judgment is exercised in determining and selecting alternatives, interpreting policy and makes technical decisions.
4. Manages and maintains the data on current and future development sites; potential development land showing availability and quality of water resources, electric power, and labor supply requirements.

5. Negotiates with community, business, and public utility representatives to eliminate obstacles to land purchases or locations for housing development.
6. Develops and coordinates the Request for Proposals (RFP) for architects or Request for Bids for construction contractors and participates in the selection process through a sealed and confidential process.
7. Develops and analyzes construction cost estimates for housing development, operation and site development budgets to determine financial project feasibility including total development costs.
8. Estimates, monitors, and administers housing contracts and develops policies or guidelines.
9. Inspects construction work in progress to ensure materials and workmanship conform to specifications, monitors construction schedules, and maintains overall quality control and compliance with codes and regulations.
10. Coordinates with architects, contractor's supervisory and engineering personnel, and suppliers of equipment and materials to resolve construction problems.
11. Interviews workers on job sites, prepares related reports, and ensures compliance with required wage rates and other federal requirements.
12. Coordinates the concept phase, predevelopment phase, development phase, construction phase and operation phase.
13. Other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate he/she does meet all of the following minimum qualifications).**

1. **EDUCATION:** Requires a Bachelor's Degree in a discipline related field to the construction industry, e.g. construction project management, civil engineering, architecture, business administration, public administration, planning, economic development or affordable housing development.

**EXPERIENCE:** Requires six (6) years of housing development experience on Indian Reservations and experience in a professional planning or development position.

2. Knowledge of planning and the affordable housing development process, including potential sources of funding and federal requirements related to development.
3. Ability to read analyze, and interpret technical materials and construction specifications, blueprints, inspection reports, financial reports, legal documents, real estate documents, and other materials related to project development.
4. Ability to effectively present information to top management, public groups, and boards of directors.
5. Ability to effectively communicate with government officials, regulatory agencies, architects, engineers, utility providers, construction contractors, material suppliers, and laborers.
6. Requires a high degree of diplomacy and the ability to obtain cooperation in difficult circumstances.

7. Ability to prepare development and construction budgets, and prepare and/or analyze construction change orders.
8. Ability to effectively coordinate the completion of an affordable housing development project from the planning states to the completed product, as evidenced by previous affordable housing development experience.
9. Ability to successfully review, interpret, and report construction activities, and plan, write and submit or deliver written and verbal reports.
10. Ability to use independent judgment in the field to make difficult decisions to resolve technical construction problems.

### **OTHER REQUIREMENTS**

1. Must possess a valid driver's license and meet all URHA insurance requirements
2. Must be bondable and insurable
3. Must recognize and approve by signature all requirements and rules of the URHA drug and alcohol policy.
4. Must be able to pass a criminal background check.

### **PHYSICAL DEMANDS**

1. Must be able to work some evenings and weekends.
2. Ability to lift and carry project equipment up to 50 lbs
3. Ability to sit for long hours at a computer using a keyboard and mouse
4. Ability to work within an office environment that requires repetitive motions, keyboarding, speaking, listening and sitting for extended periods of time.
5. Ability to sit for long hours in automobiles and airplanes while traveling.
6. Ability to stand and walk for long periods of time during site visits, outdoor meetings or other colloquiums.
7. Able to go on job sites or perform field related work.

**Pursuant to the CTUIR Tribal Worker's Benefit Code, Section 4.02.A.** "All workers are required to disclose any pre-existing or mental disorder and/or disability known to the worker that would prevent them from performing in a reasonable and safe manner the activities involved in the position in which they work."

**Failure to disclose any pre-existing condition may result in a restriction or forfeiture of benefits under the Tribal Worker's Benefit code.**

### **SELECTION PROCESS**

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrated that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete in this position and be eligible for an interview.

The Confederated Tribes of the Umatilla Indian Reservation reserves the right to make selection of new employees based on UMATILLA TRIBAL PREFERENCE AND INDIAN PREFERENCE.

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A drug free test is required before any employment offer is to be made. All Tribal employees are subject to random

Alcohol and Drug testing pursuant to the CTUIR Personnel Policies and Procedures Manual including a criminal background check.

**Application Deadline:**

Complete Tribal employment applications will be open until filled with the first screening to occur on **Monday, August 17, 2009.**

**WE WILL ONLY REVIEW COMPLETED TRIBAL EMPLOYMENT APPLICATION PACKETS.** Employment application packets received after the application deadline will not be considered either.

1. Tribal Employment Application
2. Cover Letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal Resume identifying your qualifications and experience relevant to the functions of this position.
4. Completed Tribal Sensitive Form.
5. Copy of unofficial transcripts (if applicable).
6. **Writing sample must be included in your application**
7. Tribal and Indian preference must provide a copy of Tribal Enrollment Card, Certificate of Indian Blood or such with a Federally Recognized Tribe.
8. Veterans preference must provide proof of honorable service and discharge or completed Form DD214.

**IT IS THE RESPONSIBILITY OF THE APPLICANTS TO PROVIDE SUFFICIENT EVIDENCE TO SHOW THEY FULLY MEET THE QUALIFICATION REQUIREMENTS.**

**“EXCEPT AS DESCRIBED IN THE CTUIR PERSONNEL POLICIES AND PROEDURES MANUAL, IT SHALL BE THE POLICY OF THE TRIBES THAT NO TRIBAL EMPLOYEE OR JOB APPLICANT SHALL BE DSCRIMINATED AGAINST IN PURSUIT OF EMPLOYMENT OR CAREER GROWTH DUE TO RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN”.**

**OBTAIN AND SUBMIT APPLICATION TO:**

Confederated Tribes of the Umatilla Indian Reservation  
Attn: Julia E. Withers-Lyons, Personnel Manager  
P.O. Box 638  
Pendleton, OR 97801  
Phone (541) 276-3570 or Fax (541) 276-9060

\_\_\_\_\_  
Approved by:  
Julia Withers-Lyons, Personnel Manager

\_\_\_\_\_  
Date

I have read above position description and understand the requirements of the position for which I am applying. (Original signature must be placed on file in the employee's personnel file when/if hired for this position).

\_\_\_\_\_  
Applicant Review and Acknowledgement:

\_\_\_\_\_  
Date

## **WRITING SAMPLE**

1. Describe the affordable housing financing sources and agencies that you have worked with and detail at least two specific projects developed on an Indian Reservation.
2. What have the trends in Reservation housing been over the last 20 years? What is the outlook for the future?
3. How is the challenge of developing affordable housing in Indian country different from and similar to developing affordable housing off-Reservation?
4. Describe your most challenging development project and the role you played.