

Burns Paiute Tribe

JOB ANNOUNCEMENT

Job Title: Housing Director
Department: Administration
Reports To: General Manager
FLSA Status: Full Time-Exempt
Opens: August 24, 2026
Closes: Until Filled
Salary: GS10/12-DOE

POSITION SUMMARY

The successful candidate for this position is responsible for planning, development, administering and coordinating all phases of the Tribal Housing operations, which include (but are not limited to): reporting, operations, maintenance, securing funding and enforcing regulations related to the Housing Department. Additionally, the director develops strategies to meet the services needs of the area, security, and tenant developments pursuant to HUD/NAHASDA and the Burns Paiute Tribe Housing Policies and Procedures.

DUTIES and RESPONSIBILITIES

Responsible for management of Mutual Help, lease purchase and low rent housing in the organization's housing inventory. Knowledge of rules and regulations governing Native American Housing programs and services. Performs duties in accordance with NAHASDA regulations and program guidance and housing policies and procedures.

Updating and implementation of policies and procedures that could affect the efficient and effective operation of the housing management department. Planning, development, and implementation of housing management services outlined in the IHP/APR. Develop and provide training to homebuyers in Federal regulations, MHO Agreements, housing policies, upkeep and maintenance, personal budgeting, and related activities to ensure housing unit is properly maintained.

Establish and maintain files and records of all field counseling sessions, mandatory counseling sessions, court cases and related legal proceedings. Updates waiting list to ensure qualified Burns Paiute Tribal members receive preference in selection process. Assist in the determination of applicant eligibility. Maintains waiting list of eligible applicants. Selects eligible applicants when housing unit become available. Notifies applicants of selection and approval.

Develops and administers annual budgets with approval from the General Manager. Works with outside agencies, contractors, federal, state, and tribal officials, represents tribal housing at national and regional conferences and meetings. Sets work priorities, participates in hiring of new staff, selects and orders new equipment, and supplies to complete jobs.

Enforces housing collection policies. Implements administrative remedies prior to any legal action. Files legal notices - termination, vacate, force entry, and eviction. Represents the tribal program in any legal or court proceedings. Ensures that any vacated unit is properly inspected and renovated.

Coordinated inspections, repairs, maintenance with Force account and Maintenance Department. Provides tenant orientation on their responsibilities and obligations prior to entering into lease agreement. Performs other duties as assigned.

REQUIRED QUALIFICATIONS

Bachelor's Degree OR sufficient work experience in the housing industry, preferably experience working with HUD housing. Experience with Microsoft Office Suite.

OTHER DESIRED QUALIFICATIONS

Experience or familiarity with ASER, EPIC and GEMS reporting systems for HUD ONAP. Ability to work with people of varied backgrounds. Ability to oversee housing site development and construction of HUD homes. Experience computing payments for annual re-certification, conducting annual recertification counseling, processes delinquent accounts, ability to negotiate payback agreements and schedules mandatory counseling for non-compliance of agreements.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to and pass a drug test
- Agree to a criminal background check
- Be insurable to operate tribal vehicles (3-year clean driving record)
- Sign confidentiality clause

Return completed Burns Paiute Indian Tribe Application, Cover Letter and resume to:

Human Resources Director
Burns Paiute Tribe
100 Pasigo Street
Burns, OR 97720

Fax: 541-573-2323

Email: hr@burnspaiute-nsn.gov

Job Application: [BPT Application](#)