



Kashia Round House  
Founded in 1916

*Kashia Band of Pomo Indians*  
*Of the Stewarts Point Rancheria*

**Kashia Band of Pomo Indians - Stewarts Point Rancheria**  
**Job Announcement - Housing Director**  
**Santa Rosa Tribal Office - Closes: 5:00 pm, November 7, 2018**

General Duties & Responsibilities:

Under the direction of the Tribal Administrator the Housing Director will effectively manage the operations of the Housing Department by directing and coordinating activities consistent with the established goals, objectives and policies of the Indian Housing Plan (IHP), and any other funding sources. The Director manages a multi-faceted program that requires grant compliance, understanding laws and regulations, extensive research and reporting, strong administrative and organizational capabilities, managerial leadership capacity and extensive work in public administration, community development and planning.

Qualifications

Bachelor's degree with an emphasis in Public Administration, Community Development, Planning, Business Administration OR Five years experience of Indian, Public Housing Authority work Demonstrate knowledge of Native American Housing Assistance and Self-Determination Act and Indian Housing Plan Demonstrate knowledge of sound financial management practices Basic Knowledge of Financial and Leveraging Resource Concepts Demonstrate knowledge of project management Working knowledge of asset-building and home ownership/loan programs Must have excellent oral and written skills Must have excellent computer skills, experience in Work, Excel, PowerPoint, Project Manager, MS Outlook. Must have California Drivers License and be insurable by the Tribe's Insurance Provider Must have a High School Diploma or Equivalent

Applications at: 1420 Guerneville Road, Suite 1, Santa Rosa CA 95403, or online at [www.stewartspoint.org](http://www.stewartspoint.org). Applicants must submit a fully completed application to be considered for the position.

**VETERANS AND INDIAN PREFERENCE WILL BE AWARDED TO THOSE WHO QUALIFY. ALL POSITIONS ARE SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**