



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

PLEASE POST

JOB ANNOUNCEMENT

TITLE: Housing Developer/Construction Department Manager
WORKWEEK: 40 hours/M-F
SALARY: \$48,630 - \$67,315
CLOSING DATE: **Open Until Filled**

General Responsibilities Include:

- Represents NCIHA at meetings and conferences with HUD/BIA/IHS staff, architects, contractors, engineers, tribal officials and participants as it relates to housing development (new construction and rehab)
- Assures that the planning phases of the development stage are met by meeting established target dates for site selection, soils reports, surveys, geological reports, archeological reports, appraisals and other activities
- Responsible for preparation of bid packages, construction contracts, completion documents and any other construction exhibits
- Responsible for preparation of environmental compliance documents assuring Release of Funds is obtained
- Assures compliance with construction provisions which includes labor compliance and Indian Preference
- Conducts inspections and site infrastructure, prepare final inspections reports
- Reviews and recommends payment requests from contractors, suppliers, vendors
- Develops initial feasibility analysis for acquisition or design of affording housing projects, establishes and fulfills target dates for

completing various housing development stages such as site selection, soils reports, surveys, appraisals, etc.

- Assists and is familiar with evaluating financial feasibility and establishes a financing plan for the development and responsible for reporting to financing agency/lender as required

REQUIREMENTS:

Provide Tribal affiliation on employment application if claiming Indian Preference

- 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
ncihatrb@pacific.net