

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Occupancy Specialist

Department: Housing

Reports to: Housing Director

Salary Range: \$15.13 to \$20.47 per hour (\$31,475 to \$42,584) Annually

Status: Non-Exempt

Level: 4

Opens: May 08, 2019

Closes: May 29, 2019

SUMMARY: This position serves as the general intake person for the Housing Department. Analyze client needs and determine appropriate LTBB Housing Programs that enable citizens to acquire safe and affordable housing. Assist the Housing Director in implementing a business strategy that allows the Housing Rental Program to run as a self-sufficient entity with regard to rental and home ownership programs and Odawa community development.

PRIMARY RESPONSIBILITIES:

- Assist in the development of policies and procedures for the program, and acquire technical knowledge of LTBB, NAHASDA, Rural Development, State of Michigan, local rules and regulations.
- Oversee Tenant Accounts Receivable (TAR's).
- Administer policies and procedures in a fair, consistent, and professional manner.
- Initiate applicant screening process. Oversee all occupancy, applications and admissions procedures.
- Ensure that all LTBB Rental units are properly maintained by the use of contract requisition, assignment of work to appropriate contractors, follow up to ensure quality and timely work is completed, and maintain a maintenance log for all LTBB Housing properties.
- Perform offsite rental unit inspection with minimal supervision and be able to critique a rental unit from a maintenance point of view to ensure all rental units are kept in good repair.
- Organize and coordinate housing rental programs with minimal supervision.
- Attend appropriate training as needed and required.
- Utilize established procedures to assure program is administered in an efficient and fiscally sound manner.
- Provide the Housing Director technical support and work with other staff to provide housing services to Tribal members.
- Maintain confidentiality of all files and accounts of the LTBB Housing Department.

- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Excellent clerical/accounting skills. Knowledge of real property law, housing finance, and landlord/tenant relations as it pertains to Tribes and trust lands preferred. Familiarity with spreadsheet principals required.

EDUCATION AND EXPERIENCE:

Associate's degree (AA) in Accounting, Business, Marketing, or other related degree and two years related experience required; or equivalent combination of education and experience may be considered.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license, reliable transportation and be insurable by the Tribe's insurance carrier during the duration of employment with LTBB.

COMMENTS: Indian preference will apply. Position is contingent upon completing and passing a background check.