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PUEBLO DE COCHITI HOUSING AUTHORITY JOB ANNOUNCEMENT

TITLE: Executive Director

SUPERVISOR: PdCHA Board of Commissioners

LOCATION: Pueblo de Cochiti Housing Authority

OPENING DATE: September 24, 2014

CLOSING DATE: October 8, 2014

SALARY: Depending on experience

CONTACT PERSON: Leslie Aguilar at 505-465-0264

SUBMIT: Application and Resume

Under general direction of the Housing Authority Board of Commissioners, accomplishes Pueblo de Cochiti Housing Authority strategic objectives by planning, organizing, and directing all functions required for operating and maintaining its activities. Creates a work environment that encourages ethical conduct, respectful interpersonal relations, open communication, innovative thinking, and creative problem solving with respect and sensitivity to the Pueblo's culture. Maintains confidentiality of all privileged information.

Minimum Qualifications:

Bachelor's Degree in Business Administration, Public Administration, or equivalent plus three years experience in top supervisory position in housing or building management with two years of supervisory experience; Certified Housing Manager from a HUD – approved certifying organization; or equivalent combination of education and experience. Current valid New Mexico Driver's License. Must be able to successfully pass a pre-employment drug /alcohol screen and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of Pueblo de Cochiti.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of social economic problems related to housing, health, and education of low-income groups.
- Knowledge of management theory, principles, and practices.

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
- Ability to maintain confidentiality.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations.
- Ability to analyze situations and adopt appropriate courses of action
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to perform effectively during abnormal hours.
- Ability to demonstrate excellence in all of the above, and continually seek improvement in results

Application may be picked up at the Pueblo de Cochiti Housing Authority office, 33 Peralta Street, Cochiti Pueblo, NM 87072 or on our website: cochitihousing.com