



Employment Opportunity
ASSOCIATE HOUSING DIRECTOR

Reference # SHD-MGMT-AHD-0718

PURPOSE: Reporting to the Director of Housing & Capital, the Associate Housing Director is responsible for the operations and financial management of the department, planning and coordinating housing maintenance, overseeing property management, and providing other housing related assistance to Cowichan Tribes members, private home owners and band owned homes directly through a team of 15+ staff. This position is a fulltime position, which is part of a succession planning process that will give the employee the opportunity to learn the role, under the direct support and mentorship of the Director of Housing & Capital.

RESPONSIBILITIES:

35 % - Project Management

- Oversee the planning, implementation and tracking of housing projects and staff initiatives which may include monitoring schedules, scopes, benchmarks, and budgets to successfully meet pre-defined deliverables.
- Identifies and recommends projects priorities, schedules and funding sources to implement housing projects.
- Secure and/or oversee applications for external or internal housing, project, staff or training funding,
- Ensure compliance with internal policy / procedures, legal, contractual and budgetary requirements,
- Oversee rent, arrears and other housing debt collection.
- Other duties as required

50 % - Administrative / Staff Management

- With the support of the Housing & Infrastructure Director, coordinate and supervise daily operations of the Housing Department, enhancing productivity, ensuring compliance to regulations and implementing goals / objectives of the Housing Department.
- Work collaboratively with the Housing & Infrastructure Director with staffing responsibilities including: recruitment, on-boarding, training and development, performance management, work plans and employee relations.
- Work with committees as required updating and/or drafting new policies, and or procedures.
- Conduct a variety of administrative tasks, including: reports, studies, presentations and proposals.
- Liaise, collaborate with and present information to a variety of stakeholders; proponents, contractors, consultants, committees, community members and other Cowichan Tribes departments.
- Attend and represent Housing Department initiatives and issues to the Housing Committee and/or Chief and Council as required.
- Facilitate & participate in staff meetings, events, professional development, community meetings and other activities as required.
- Prepare, manage and oversee departmental and project budgets.

15 % - External Communication & Liaising

- Meets with Cowichan Tribes members to discuss housing needs, issues, questions, and concerns.
- Prepares, presents information, and follows up on direction provided from Committees, and Chief & Council.
- Attends and/or facilitates internal and external housing related working groups or committees.
- Ensure compliance with internal policy / procedures, legal, contractual and budgetary requirements.
- Other duties as required

EDUCATION AND EXPERIENCE: (please attach all supporting documents)

- Degree or Associate Degree, preferably in one of the following disciplines: Commerce, Business, Construction Management, Engineering or Construction Technology;
- 3-5 years' managerial experience, preferably in the residential housing/property management field;
- BC Driver's License and reliable vehicle;

SKILLS, KNOWLEDGE, AND ABILITIES:

- Experience developing and implementing housing services and program related policies, procedures and standards;
- Well-developed financial management skills, with the ability to plan, implement and control assigned budgets and expenses;
- Well-developed knowledge and understanding of Cowichan Tribes language, culture, protocols, and traditions is preferred.
- Demonstrated leadership, teamwork and supervisory skills, with past experience of supervising teams >10 people

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. SHD-MGMT-AHD-0718
Human Resources Department, Cowichan Tribes

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Tuesday July 31, 2018