



LUMMI NATION HOUSING AUTHORITY

2579 KWINA RD * BELLINGHAM WA 98226

(360) 312-8407 * FAX: (360) 383-0625

JOB ANNOUNCEMENT

JOB TITLE: Housing Community Planner
Lummi Nation Housing Authority (LNHA)

OPEN: June 1, 2023

EXEMPT: Yes

SALARY: \$30-Hourly

SHIFT: M-F 8:00 a.m. -4:30 p.m.

LOCATION: Lummi Housing Office

DURATION: Regular Full Time

CLOSES: June 8, 2023

JOB CODE:

DIVISION: LNHA

DEPARTMENT: Housing

SUPERVISOR: LNHA Executive Director

VACANCIES:1

JOB SUMMARY: Under the direct supervision of the LNHA Executive Director, this position will be responsible for coordinating and facilitating all available human and logistical resources that are required in order to meet the needs of tribal families participating in housing programs. The position requires a Bachelor's degree, outstanding organizational skills, effective communication skills, an intimate knowledge of the Lummi tribal community and its familial relationships, and a demonstrated ability to design, implement, and administer successful housing programs in a tribal environment. The Housing Community Planner is expected to carry out these responsibilities with minimal supervision and will be expected to document the activities of the Program through periodic reports as required by the Executive Director.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Provide primary support for the Executive Director in the preparation and periodic update of the tribal Housing Plan.

- Conduct Citizen Participation Program
- Distribute Notices
- Prepare draft IHP/consult with Housing Commission
- Prepare associated documents such as HC Resolutions; LIBC Res., notices.
- Provide technical support to Executive Director during LIBC meetings.
- Provide Post-LIBC Meeting follow-up; Prepare final IHP, distribution of documents.

2. Provide appropriate planning assistance for real property acquisition for housing projects:

- Coordinate all property acquisition for housing projects.
- Review of Development potential analysis.

- Review of Feasibility assessments.
- Provide advice to tribal members concerning land value.
- 3. **Conduct environmental reviews for all LNHA projects and programs, including coordination of required technical studies, and maintenance of all Environmental Review Records (ERR's).**
 - Review all technical studies.
 - Conduct HUD EA's.
 - Distribute notices; respond to notices.
 - Prepare RROF; review by HUD return to LNHA; RELEASE OF FUNDS.
- 4. **Provide planning technical assistance in the development of master's Plans, Conceptual and Preliminary plans for LNHA housing projects.**
 - Preparation of Mackenzie Master Plan
 - Preparation of other plans as needed by HC for review.
- 5. **Coordinate the process of obtaining necessary permits and approvals associated with LNHA housing projects.**
 - Participate in TRC review of all permits; respond to Housing concerns.
 - Take responsibility for getting all housing permits through the local process.
 - Coordinate all permits with other state and federal agencies.
 - Coordinate EA for other agencies.
- 6. **Research opportunities for housing-related grant-funding and prepare grant applications for submittal to granting entities as determined appropriate by the Executive Director.**
 - Research grant opportunities (on-going).
 - Consult with Executive Director/HC as to appropriate scale of the project.
 - Select project; conduct preliminary design.
 - Prepare grant applications and submit.
- 7. **Participate in LNHA Board meetings and provide technical support as required by the Executive Director.**
 - Provide formal reports with detailed information and graphics.
 - Provide informal reports on various questions by HC.
 - Facilitate staff responses to HC meeting needs.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree (in planning, environmental studies, or a related field); or AICP Certification, **required**.
- Grant writing experience required.
- Minimum 2 years supervisory experience helpful.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Proficiency in the use of Microsoft WORD, EXCEL and ArcMAP 10.
- Demonstrated ability to write clear and concise reports, and other correspondence.

- Demonstrated ability to communicate and coordinate *effectively* with co-workers, supervisors, and other agency personnel.
- Demonstrated ability to interact with community members in a cordial and *effective* manner.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.