



Utah Paiute Tribal Housing Authority

565 North 100 East • Cedar City, Utah 84721 • (435) 586-1122

UTAH PAIUTE TRIBAL HOUSING AUTHORITY (UPTHA)

Job Announcement

Position Title: Executive Director

Report To: UPTHA Board of Commissioners

Status: Full-Time, Salary, Exempt

Supervises: All Personnel

Salary: \$65,000 Annually – Negotiable Basis on Experience

Date Approved: September 24, 2026

Open Date: October 1, 2026

Close Date: November 1, 2026

Job Summary:

The Executive Director is responsible for the day-to-day operations and management of the UPTHA which provides housing services to Paiute Indian Tribe of Utah (PITU) Tribal members and other Federally Recognized Tribal Native American Indian families within the five county service areas (Iron, Beaver, Millard, Sevier, and Washington counties). In addition, the Executive Director enforces UPTHA policies and procedures in accordance with Native American Housing Assistance & Self-Determination Act of 1996 NAHASDA and the Utah State Charter. Supervises employees and resources consistent with UPTHA policies. Plans and coordinates housing related activities with Federal and State Agencies.

Essential Job Functions:

1. The Executive Director is responsible for all of the UPTHA program functions as well as other duties and responsibilities assigned by the UPTHA Board of Commissioners.
2. Acts as the professional advisor for the UPTHA Board of Commissioners.
3. Prepares agendas for the Board of Commissioners and attends their meetings.
4. Represents the UPTHA before tribal and other governmental agencies.
5. Ensures agency compliance with Tribal, Federal, State laws & local ordinances as applicable.
6. Administers programs in accordance with contract guidelines, policies and applicable local, State and Federal laws.
7. Ensures administrative records, including by-laws, policy and procedure manuals, contracts and credentialing processes are kept up-to-date and are easily accessible.
8. Formulates plans, procedures and controls, manages budgets, controls labor and expenses and reviews/updates the Board of Commissioners.
9. Adheres to policies that govern UPTHA.
10. Interprets laws, rules, and regulations relative to enhancing housing for Native Americans; to formulate, plans, procedures and controls.
11. Identifies and assesses UPTHA needs in the development and submission of the Annual Performance Report (APR) and Indian Housing Plan (IHP) to the Board of Commissioners, Tribal Council and HUD.
12. Maintains accounts for financial activities of the UPTHA, submits all required financial reports, approves all disbursement and co-signs all checks for disbursement, approves and submits requests through LOCCS system for funding to HUD and supervises the investment of UPTHA funds.
13. Reviews grant opportunities that can support or expand UPTHA services and maintains UPTHA in a changing environment.
14. Monitors and reviews contract and grant performance to ensure compliance.

15. Takes immediate action to correct deficiencies and seeks alternative funding.
16. Monitors the tenant waiting list and vacancies list; reviews all future tenant applications.
17. Maintains confidentiality of UPTHA and UPTHA tenants.
18. Ensures the collection and records of payments and rent from tenants and future homebuyer is consistent with their rental or future homeownership agreement.
19. Manages departmental budgets and controls labor and expenses.
20. Provides overall administration of policies, staffing, evaluation, and compensation with employee benefits.
21. Reviews and approves employee timecards for payroll and requests for PTO, travel and training.
22. Encourages and follows up with staff on obtaining certifications and/or additional training for position.
23. Maintains membership in local, regional, state and national organizations and associates that further the goals of the UPTHA and eligible beneficiaries.
24. Works with UPTHA staff and tenants, Tribal Council, Federal and state agencies, and all other organizations and agencies in a professional and constructive manner.
25. Attends PITU tribal council meetings, Board of Commissioners meetings, local meetings, regional meetings, national meetings and any meetings that affect the UPTHA.
26. All duties are assigned.

General Requirements:

- Must be bondable.
- Must be able to pass a drug and alcohol screening.
- Must be able to pass a background investigation.
- Must have a valid driver's license and be insurable.

- Knowledge of Federal and state housing programs, regulations, and related organizations, including NAHASDA, UNAAHA, NAIHC, HUD, and other applicable housing resources.
- Must have understanding of the Native American culture and the organization of the Paiute Tribe of Utah.

Minimum Qualifications:

- Education: Bachelor's Degree from an accredited four-year college and/or university. Attach unofficial transcript or any related documentation or certificates.
- Experience: Four years of administrative experience in Indian (or public) housing programs or other directly related activities. Significant work experience in a desirable field such as: banking, real estate or tribal program management may be substituted for administrative experience requirement.
- Three years of experience in a supervisory capacity.
- Notary certification preferred or ability to become a Notary.
- Basic knowledge of construction management is preferred.

Knowledge, Abilities and Skills:

- Thorough understanding of accounting, auditing procedures along with the fee accounting.
- Knowledge of grant fund accounting.
- Skill in negotiation, problem solving, and conflict resolution.
- Understands and complies with Code Federal Regulations (CFR).
- Knowledge of APR, IHP programs (GEM) and QuickBooks.
- Excellent communication skills in writing and public speaking.
- Excellent computer skills in Microsoft software programs.
- Ability to travel and attend day, evening or weekend meetings.
- Knowledge of homeownership programs available to federally recognized Native American Families.

- Ability to obtain Pathways Homeownership and NAIHC Conference certifications/training within a specified period of employment.

Physical Demands/Work Environment

The work is performed primarily in an office setting. Some outdoor work is required in the inspection of housing and in various land use developments and construction sites. Must be able to lift 25 lbs. or more.

Tools and Equipment

Computer, telephone, copy machine, printer, fax machine, and on-line video meetings and calls.

Personal Characteristics

- Punctual
- Professional appearance
- Leadership Qualities

Disclaimer: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

How to Apply:

Submit:

- (1) UPTHA Employment Application, pick up at the UPTHA building, 565 North 100 East, Cedar City, Utah 84721 or on UPTHA website (www.upthapha.org)
- (2) Resume with cover letter, along with copies of valid driver's license and proof of highest level of education achieved (unofficial transcript), or in the case of Paiute Tribal Preference (Tribal Membership Documentation).

Email to:

Director@utahpha.org

Only completed application packages will be considered.

Application packages and all documentation is due by 5:00 pm (MST) November 1, 2026.