



## **Regional Housing Authority**

### **Position Description**

#### **Environmental Review Administrator**

##### **I. Summary:**

The Environmental Review Administrator conducts environmental review records (ERR) and all supporting documentation for all THRHA projects. The Environmental Review Administrator receives and reviews all grant awards and project scopes of work, keeps electronic and hard copy records of all ERR's, coordinates with the tribal services team to procure appropriate approvals and authorizations, and assists ERR oversight on all construction projects and grants. This position assists in mentoring and training THRHA staff on the regulatory and ERR process for all projects.

##### **II. Authority:**

The Environmental Review Administrator works within the Tribal Services Department and reports to Director of Tribal Services. The Environmental Review Administrator also works directly with all Tribal Services staff, THRHA Managers, President & CEO.

##### **III. Duties and Responsibilities:**

- Perform environmental reviews and maintains electronic and hard copy records to comply with THRHA policy, HUD, and State regulations.
- ERA will keep a daily log of tasks and hours as documentation for charging grants
- Document program compliance with federal environmental regulations
- Provide expertise to inform developers with building or modifying projects to meet regulations
- Prepare area-wide (Tier 1) and site specific (Tier 2) environmental review records with compliance and accuracy in mind
- Provide environmental subject matter expertise in all THRHA programs including but not limited to housing programs, buyouts and acquisitions, and infrastructure repair.
- Seek funding opportunities for environmental training and programs, indoor air quality and health & safety training for THRHA employees.
- Assist THRHA staff via mentorship and training with ERR process and compliance for projects, and other duties as assigned.

##### **IV. Required Knowledge, Abilities and Skills:**

- Ability to work independently
- Able to work in a fast paced environment

- Knowledge of all Federal and State ERR compliance regulations
- Ability to maintain electronic ERR's and utilize the HUD Environmental Review online system (HERO's) for ERR submission.
- Knowledge of rural southeast Alaska and Native culture
- Good computer skills including use of Microsoft office and online meeting platforms such as zoom.
- Good record-keeping skills
- Good communication skills, both verbal and writing
- Basic knowledge of the construction trade
- Experience in environmental field
- Experience in coordinating training and field operations
- Ability to drive company vehicles and maintain Alaska driver's license.

V. Minimum Qualifications:

- High school diploma or equivalent.
- Minimum 3 years' experience in environmental review compliance; environmental sciences; or environmental administration.

VI. Grade Level:

Grade 11

Location: Juneau, Alaska

Non-exempt (OT Eligible)

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000. COVID-19 vaccination is required to work with THRHA.