



State of Hawai'i Non-Civil Service Job Opportunity

**Public Housing Manager
State of Hawaii Executive Branch
Salary: See Position Description**

An Equal Opportunity Employer

Opening Date: 09/13/13

Closing Date: Continuous

RECRUITMENT INFORMATION

This posting is for the State of Hawaii, Department of Human Services, Hawaii Public Housing Authority.

The position is located in Kalihi, Oahu.

Salary: Commensurate with Education & Experience.

If you have any questions regarding this non-civil service exempt position, please contact Cathy Ho at (808) 832-5978 (Monday - Friday, 7:45 a.m. - 4:30 p.m. (HST)).

The State Recruiting Office will refer all inquiries regarding this exempt position to the Department of Human Services, Hawaii Public Housing Authority.

DUTIES SUMMARY

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated, innovative and qualified individual that welcomes challenges, to be its Public Housing Manager. The successful candidate will manage statewide federal state properties; develops and/or revises and implements policies and procedures, rules and regulations which govern the operation of housing management programs in compliance with applicable statutes and procedures for program enhancement. In addition, this position will be responsible for the creation and management of partnerships with community organizations, programs to promote economic opportunity and management practices to ensure the viability of our properties

MINIMUM QUALIFICATION REQUIREMENTS

Required Licenses, Certificates, Etc.: Valid Driver's License, Type 3, is preferred.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, public administration, social sciences, or closely related field.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Required Experiences:

Supervisory Experience: Five (5) years of supervisory experience which includes: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them of difficult problem areas, and 4) training and development of employees.

Specialized Experience: Five (5) years of progressively responsible experience in the areas of property management, Department of Housing Urban Development (HUD) rental assistance experience, asset management budgeting, and fiscal/financial management.

Legal Authorization To Work Requirement: The State of Hawaii requires that all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

OTHER INFORMATION

This position is exempt from civil service. Therefore, if you are appointed to the position, your employment will be considered to be "at will."

Submit resumes to:

Hawaii Public Housing Authority, Personnel – Bldg G
1002 N School Street, Honolulu, HI 96817

Resumes can be faxed to: (808) 832-5979

Direct all inquiries regarding this position to:

Cathy Ho
Hawaii Public Housing Authority
Phone: (808) 832-5978
Monday - Friday, 7:45 am - 4:30 pm (HST)

NOTE: The State Recruiting Office will refer you to the Department of Human Services, Hawaii Public Housing Authority regarding this exempt position.

Recruitment # EX101072
PUBLIC HOUSING MANAGER
RA