

# HOPI TRIBAL HOUSING AUTHORITY

P.O. BOX 906 POLACCA, ARIZONA 86042 FAX: (928) 737-9270 PH: (928) 737-2800



## VACANCY ANNOUNCEMENTS

Position	Education/Experience
<u>Chief Operating Officer – 1 Position</u> - Resident Services Department - Exempt - GS Scale 14, \$106,382 Starting - Full-Time	1. Bachelor's Degree in Public Administration, Business Administration, Construction Management, or related field from an Accredited University; and 2. At least five (5) years' experience in a directly related management or administration position or equivalent combination of education and experience. 3. Master's Degree preferred.
<u>Human Resource Specialist – 1 Position</u> - Human Resources Department - Non-Exempt - GS Scale 10: \$57,489 Starting - Full Time	1. Associate degree and five (5) years of progressive experience in Human Resources; or 2. Equivalent combination of education and experience.
<u>Development Director – 1 Position</u> - Development Department - Non-Exempt - GS Scale 13: \$90,025 Starting - Full Time	1. Bachelor's degree or equivalent in Construction Management, Engineering, Architecture, or related field; and 2. Two (2) years of experience in construction, two (2) years' trade school in residential building practices; and 3. Six (6) years of experience in contracting; or equivalent combination and experience.
<u>Inspector – 1 Position</u> - Development Department - Non-Exempt - GS Scale 9: \$52,205 Starting - Full Time	1. Bachelor's Degree in Engineering, Architecture, Construction Management, or related field; and 2. Five (5) years' experience in construction management, building inspection, engineering, or equivalent combination of education and experience providing the ability to perform the required duties. 3. Building Inspectors Certifications in ICBO or other ICC Certifications.
<u>IT Director – 1 Position</u> - Information Technology Department - Non-Exempt - GS Scale 11: \$63,163 Starting - Full Time	1. Associate's Degree in Computer Science, Electronics, Computer Engineering, or related field; and 2. Two (2) years related work experience in personal computer/software maintenance, installation, and troubleshooting, or equivalent combination of education and experience.
<u>IT Specialist I/II – 1 Position</u>	<b>Specialist II</b>

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<ul style="list-style-type: none"> <li>- Information Technology Department</li> <li>- Non-Exempt</li> <li>- GS Scale 8/7: \$47,265/\$42,679 Starting</li> <li>- Full Time</li> </ul>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Computer Science, Electronics Computer Engineering or related field; and</li> <li>2. Two to five years' related work experience in personal computer/software maintenance, installation and troubleshooting; or equivalent combination of education and experience.</li> </ol> <p><b>Specialist I</b></p> <ol style="list-style-type: none"> <li>1. Associates Degree in Computer Science, Electronics Computer Engineering or related field; and</li> <li>2. Two (2) years' related work experience in personal computer/software maintenance, installation and troubleshooting; or equivalent combination of education and experience.</li> </ol>
<p><u>Lead Resident Service Specialist - 1 Position</u></p> <ul style="list-style-type: none"> <li>- Resident Services Department</li> <li>- Non-Exempt</li> <li>- GS Scale 8: \$47,265 Starting</li> <li>- Full Time</li> </ul>	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Social Work, Public Administration, Human Services, Community Development, or a related field preferred.</li> <li>2. Minimum of 3 years of experience in resident services, property management, or community outreach, preferably within a tribal housing authority or affordable housing environment.</li> <li>3. Previous experience in a supervisory or lead role is highly desirable.</li> </ol>
<p><u>Maintenance Director - 1 Position</u></p> <ul style="list-style-type: none"> <li>- Maintenance Department</li> <li>- Non-Exempt</li> <li>- GS Scale 10: \$57,489 Starting</li> <li>- Full-Time</li> </ul>	<ol style="list-style-type: none"> <li>1. Bachelor's Degree or equivalent in Construction Management, or closely related field plus four (4) years of general work experience and demonstrates ability to perform progressively more complex, responsible or difficult duties; and shows ability to learn the specific nature of this job.</li> <li>2. Must have knowledge and understanding in electrical circuitry and equipment; plumbing and mechanical systems, HVAC and refrigeration systems; be familiar with tools and parts associated with the building trades. Must be able to troubleshoot maintenance problems, determine its repair and complete successfully. Must be able to provide directions and monitor work of subordinates. Must have a valid state driver's license in order to operate a HTHA owned/leased vehicle.</li> </ol>
<p><u>Maintenance Technician I/II - 2 Positions</u></p> <ul style="list-style-type: none"> <li>- Maintenance Department</li> <li>- Non-Exempt</li> <li>- GS Scale 7/6: \$42,679/\$38,407 Starting</li> <li>- Full Time</li> </ul>	<p><b>Technician II</b></p> <ol style="list-style-type: none"> <li>1. High School Diploma or GED plus three (3) years' experience in general construction, building trades, maintenance, carpentry, painting, or related experience.</li> <li>2. Training certificate in building trades required, such as HVAC certification. (Plumbing, electrical, etc)</li> </ol>

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	<p>3. Must be in good physical health and may be required to submit to pre-employment and annual physical examination.</p> <p><b>Technician I</b></p> <p>1. High School Diploma or GED plus three (3) years' experience in general construction, building trades, maintenance, carpentry, painting, or related experience.</p> <p>2. Training certificate in building trades preferred. Must be in good physical health and may be required to submit to pre-employment and annual physical examination.</p>
<p><u>Lead Administrative Support Specialist - 1 Position</u></p> <p>- Administration Department</p> <p>- Non-Exempt</p> <p>- GS Scale 5: \$34,454 Starting</p> <p>- Full Time</p>	<p>1. High School Diploma or GED required.</p> <p>2. Associate's or Bachelor's degree preferred.</p> <p>3. Minimum of three (3) years of administrative experience.</p> <p>4. Must be able to type at least forty-five (45) wpm and demonstrate proficiency in interpersonal communications.</p>
<p><u>Administrative Support Specialist - 1 Position</u></p> <p>- Administration Department</p> <p>- Non-Exempt</p> <p>- GS Scale 4: \$30,795 Starting</p> <p>- Full Time</p>	<p>1. High School Diploma or GED and one (1) year related experience; or</p> <p>2. Equivalent combination of education and experience.</p> <p>3. Must be able to type at least forty-five (45) wpm and demonstrate proficiency in interpersonal communications.</p>

## CLOSING DATE FOR ALL POSITIONS

2:00 p.m. Wednesday, December 31, 2025

Please contact Bretta Satala, Interim HR Specialist, at (928) 737-2800 or via email at [bsatala@htha.org](mailto:bsatala@htha.org) for more information.

## EMPLOYMENT REQUIREMENTS

- HTHA Employment Application
- Letter of interest
- Three (3) letters of Recommendation
- Valid Driver's License - with no DUI/DWIs within the last three (3) years
- Must Pass Background Check
- Must Pass Drug Test

## EMPLOYMENT BENEFIT PACKAGE FOR FULL-TIME EMPLOYEES

Medical, Dental, Vision, Life Insurance, Short & Long Term Disability, Retirement Plan