

HOPI TRIBAL HOUSING AUTHORITY

12/14/2018

JOB VACANCY



The Hopi Tribal Housing Authority has the following job vacancy and is seeking a qualified individual to fill the position.

**EXECUTIVE DIRECTOR
ADMINISTRATION DEPARTMENT**

JOB SUMMARY:

The Executive Director serves as the administrative and managerial officer of the Hopi Tribal Housing Authority, directing the operations of the organization in compliance with all applicable regulations. The Executive Director exerts a strong leadership role in planning, organizing and implementing HTHA's Mission and Strategic Plan dedication to housing opportunities for Hopi.

Minimum Qualifications & Requirements

Bachelor's Degree in Public Administration, Business Administration, Construction Management or related field from an Accredited University and at least five (5) years' experience in directly related management or administration position or equivalent combination of education and experience. Master's Degree preferred.

RANGE: 19

CLOSING DATE: OPEN UNTIL FILLED

FOR MORE INFORMATION AND/OR TO OBTAIN AN APPLICATION AND JOB DESCRIPTION, CONTACT

Thana Leslie, Executive Administrative Assistant

Hopi Tribal Housing Authority

P.O. Box 906

Polacca, AZ 86042

Phone: 928-737-2802- Fax: 928-737-9270

Email: tleslie@htha.org

Submit completed application along with a resume, letter of interest, and three (3) reference letters to the HTHA Board of Commissioners.

THE HTHA IS AN EQUAL OPPORTUNITY EMPLOYER AND EXERCISES NATIVE AMERICAN PREFERENCE