

# HOPI TRIBAL HOUSING AUTHORITY

1/4/2019

## JOB VACANCY

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

### HUMAN RESOURCES GENERALIST ADMINISTRATION DEPARTMENT

**JOB SUMMARY:** Under direct supervision of the Executive Director, performs, coordinates and oversees technical and office administrative duties in support of the Hopi Tribal Housing Authority. This position is responsible for providing support to the Executive Director and all disciplines of Human Resources including but not limited to employee relations, employee benefits, staffing, safety classifications & compensation, and any other duties as assigned. Maintains a high level of confidentiality internally and externally of all privileged information.

### MINIMUM QUALIFICATIONS:

Associate degree and five (5) years progressive experience in Human Resources; or equivalent combination of education and experience.

**CLOSING DATE:** January 11, 2019 @ 3:00 pm.

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

Ernest Sakeva, Interim Executive Director

Hopi Tribal Housing Authority

P.O. Box 906

Polacca, AZ 86042

Phone: 928-737-2800- Fax: 928-737-9270

Email: [ESakeva@htha.org](mailto:ESakeva@htha.org)

Submit completed application along with a resume, letter of interest, and three (3) references to the HTHA Executive Director.

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