

HOPI TRIBAL HOUSING AUTHORITY

02/24/2020

JOB VACANCY



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

POSITION: EXECUTIVE DIRECTOR
DEPARTMENT: ADMINISTRATION

JOB SUMMARY:

The Executive Director serves as the administrative and managerial office 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, organization 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: 6 APRIL 2020 @ 5:00 PM

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

Sherry Lomayestewa, HR Generalist

P.O. Box 906

Polacca, AZ 86042

Phone: 928-737-2800

Fax: 928-737-9270

Email: SLomayestewa@htha.org

The following documents are required and MUST be submitted with your application:

- 1. Complete and signed application**
- 2. Resume**
- 3. Letter of Interest**
- 4. Three (3) Reference Letters to the Interim HTHA Board of Commissioners.**

It is the applicant's responsibility to verify that information entered and/or uploaded, (i.e., resume) is received, accurate, and submitted by the closing date and time. Incomplete and late applications WILL NOT be considered.

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

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