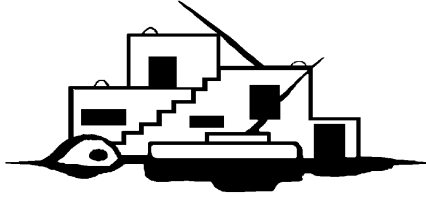


JOB ANNOUNCEMENT



Hopi Tribal Housing Authority

Job Closing Date: **Open Until Filled**

Position: PROJECT MANAGER
Supervisor: Executive Director
Grade Step: 14
Location: Polacca, AZ 86042

The Hopi Tribal Housing Authority is seeking a Project Manager. The Project Manager plans, organizes and schedules all construction development activities for the Hopi Tribal Housing Authority. He or she must have organization & supervisor/leadership skills, knowledge of associated planning and drafting software, knowledge of Tribal, HUD and NAHASDA policies and or procedures, construction management, contract administration, establishing and monitoring budgets and business practices. Ability to develop outside contacts and work well with local Villages & Tribal Programs. Must be able to meet deadlines.

The minimum requirements of this position include a bachelor's degree in Construction Management, Engineering, Architecture or related field, two (2) years' experience in construction, two (2) years trade school in residential building practices and six (6) years contracting experience; or equivalent combination of education and experience.

To apply visit www.htha.org or contact Pauline Secakuku at psecakuku@htha.org or (928)737-2800 for an application. Applications along with supporting documents (i.e. Degrees, Certifications, Licenses, etc.) can also be delivered to HTHA, mailed to P.O. Box 906, Polacca, AZ 86042, faxed to (928)737-9270 or emailed to psecakuku@htha.org. Resumes can be attached but the HTHA requires a complete and signed job application for job consideration.