



Hawaii Public Housing Authority (HPHA)

*We invite highly motivated individuals to make a difference in the lives of others,
by joining the team that manages Hawaii's Public Housing Properties.*

EXEMPT ADMINISTRATIVE POSITIONS

❖ **CHIEF COMPLIANCE OFFICER**

This position oversees and manages the agency's Housing Compliance Office to ensure all public housing programs comply with State and Federal Housing Laws, Limited English Proficiency, American Disabilities Act (ADA), Title VI of the Civil Rights Act (EEO), and Section 504 of the Rehabilitation Act of 1973; assists program managers in reviewing Federal and State laws, rules and regulations to determine their impact on the agency's procedures, and assists program managers in determining and developing operational procedural changes. This position reviews and investigates all programs and activities for any performance deficiencies, fraud, waste and mismanagement and recommends corrective action to the Executive Director.

Minimum Requirement and Experience:

Graduation from an accredited four (4) year college or university with a bachelor's degree in public administration, business administration, human resources or other related field of study.

Specialized Experience:

Comparable work experience may be substituted for educational requirement on a year for year basis. Four (4) years of progressively responsible experience which demonstrates ability as a manager of operational activities which include developing and implementing policies and procedures, experience in ADA, EEO and/or Section 504, review and evaluation of operations to obtain maximum effectiveness and efficiency, federally assisted housing programs, program planning, program budgeting, directing programs that provides staff advice and assistance to staff; giving technical advice and direction to management; experience in training employees and making oral presentations.

Supervisory Experience:

Two (2) years of experience in supervising others in coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and performing timely accomplishment of work objectives.

❖ CONTRACT ADMINISTRATOR

The HPHA's Construction Management Branch is seeking a Contract Administrator. This position is responsible for supervising and overseeing the staff in performing program and contract administration of selected State and Federal assisted programs for HPHA facilities, Statewide; assigns construction projects; formulates guidelines and procedures to aid in the execution of consultant and construction contracts; ensures that construction projects are on schedule; conducts periodic project inspection to evaluate site and building conditions to determine when projects should be renovated or replaced; review contract award documents; conducts periodic consultation site inspection to evaluate the contractor's and architect's performance review.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Registration as a professional engineer or architect preferred.

Education: Graduation from a four-year accredited college or university with a degree in architecture or engineering is required.

Experience: Six (6) years of progressively responsible Engineering or Architectural experience as described below:

Engineering/Architectural Experience: Four (4) years of progressively responsible professional engineering experience which required the knowledge and application of the basic physical and mathematical sciences and the engineering sciences to the solution of theoretical or practical engineering problems including planning, design and construction of buildings, structures and other facilities. Such experience must demonstrate knowledge to understand concepts of site and building planning, design, construction, inspection, and contract administration, administration and implementation of engineering programs and projects; interpretation of systems operational requirements for improvements and maintenance; planning, design, and construction,

or

Four (4) years of professional architectural work experience in developing and preparing complete designs, drawings, specifications, estimates of buildings, structure and installations.

Supervisory/Administrative Experience:

Two (2) years of any one or combination of the following types of experience:

1. Supervisory Experience: Professional engineering/architectural experience which included training subordinates, coordinating and assigning workloads, evaluating performance, assisting in difficult and problem areas, and performing timely accomplishment of work objectives, and maintaining high standards of work planning, design and construction of buildings, structures and other facilities, and/or
2. Staff Advisory Experience: Professional engineering/architectural experience as a technical expert in a specialized area or program function performing staff advisory,

consultative and/or reviewing the work of a staff of specialist assigned the planning, development, and implementation of specific projects or programs, and/or

3. **Administrative Experience:** Professional engineering/architectural experience with included the planning (including budget planning and justification), organizing, staffing, policy formulation and implementation of the same and directing a program or programs.

Substitution: In lieu of education work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

❖ **PROJECT ENGINEER**

The HPHA's Construction Management Branch is seeking a Project Engineer to manage major capital improvement projects for Federal and State Public Housing developments statewide. As a Project Engineer, the incumbent will be responsible for managing several design and construction projects, ensuring that they are completed within budget and time frames, funding deadlines, and in accordance with federal and/or state rules and regulations. This position will plan projects, prepare cost estimates, manage design, and construction progress, change proposal and progress payment requests, maintain cost data records, wage and hour certification, accessibility compliance, review complex engineering designs, manage and administer multiple design construction contacts and projects for the HPHA.

Minimum Qualification Requirements:

Education: Graduation from an accredited college or university with a Bachelor's degree in Architecture, Landscape Architecture, Building Construction or Engineering.

Substitution: Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience: Three (3) years of experience in the planning, design and construction of projects as a project coordinator, project manager. or contracting officer is preferred.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

❖ **HOUSING DEVELOPMENT SPECIALIST**

This position will be responsible for providing assistance in all phases of housing development, to include, location of housing sites, preparation of feasibility studies for the site, master plan preparation, processing the required governmental applications and permits, construction of

housing units, and coordination with Property Management and Maintenance Services Branch and the Office of the Executive Director.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Driver's license preferred.

Professional Licenses or Certificates, Etc.: Other professional licenses or certificates (law, architectural, engineering, real estate, etc.) although not required are positively considered.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree and major preferably in business administration, finance, real estate, engineering or architecture.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: One (1) year of experience in infrastructure and/or property/housing development, such as project management or coordination; construction management; construction superintendent; project and/or warranty inspection; property management; and real estate and/or other property/housing development.

❖ **HOUSING CONTRACT SPECIALIST (Construction)**

The HPHA's Contract and Procurement Office is seeking a Housing Contract Specialist to secure construction services for the HPHA's Central Offices. The incumbent is responsible to provide agency-wide administration of all contracts and procurement activities specializing in construction contracts; ensuring that the agency is in compliance with all federal and state procurement laws, program requirements, and all rules and regulations in securing construction services, for the HPHA.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Driver's license preferred.

Education: Graduation from a four-year accredited college or university with a degree in architecture, preferred.

Substitution: In lieu of education work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: Two (2) years of work experience specializing in design and construction, specifications, plans, preparing contracts, legal documents or notices requiring the knowledge

and application of pertinent Federal and State procurement laws, policies and procedures, and contract management.

❖ **HOUSING CONTRACT SPECIALIST (Goods and Services)**

The HPHA's Contract and Procurement Office is seeking a Housing Contract Specialist to provide HPHA-wide administration of all contracts and procurement activities relating to goods and services. This position is responsible for ensuring that the procurement of goods, supplies, services, and construction materials for HPHA are in compliance with all federal and state procurement laws, rules, and regulations.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Driver License preferred.

Education: Graduation from an accredited 4-year college or university with a bachelor's degree.

Substitution: In lieu of education work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: Two (2) years of work experience in procuring professional services, preparing and processing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies, and procedures and contract management.

❖ **HPHA SYSTEMS ANALYST IV**

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated, innovative and qualified individual that welcomes challenges and be part of the Information Technology Office (ITO). The ITO is responsible for the overall administration, planning, direction, management, development and maintenance of all information technology systems and processing for the HPHA.

The HPHA System Analyst IV will have responsibility to provide overall technical support for the Hawaii Public Housing Authority. This position is responsible for system implementation as well as ancillary system development and enhancement. It also is responsible to provide network, office automation, and telecommunication support.

Minimum Qualification Requirements:

Education: Bachelor's degree from an accredited college or university or relevant substitution(s).

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess

the knowledge, skills, and abilities. Excess experience of the type and quality described above may be substituted for education on a year-for-year basis.

Experience: Two and half (2-1/2) years of progressively responsible technical experience which involved a variety of hardware, software and transmission media that enable connectivity between computers over LANs/WANs.

Physical Requirements: May need to lift up to 50 lbs.

❖ **PROGRAM SPECIALIST & TENANT SERVICES**

The Property Management & Maintenance Services Branch is seeking a Program Specialist & Tenant Services. This position is responsible for assisting and overseeing activities for the planning, contracting, collaboration and/or directing of support services programs such as safety and crime prevention, case management and counseling, resident councils, and social and economic self-sufficiency activities.

Minimum Qualification Requirements:

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Experience: One (1) year of work experience which included the evaluation and integration of data to develop alternatives to meet goals and objectives; responsibility for budget review; initiating correspondence and program policy.

Required License: Valid Class 3, Hawaii State Driver License preferred.

❖ **PROPERTY MANAGEMENT SPECIALIST**

The Property Management & Maintenance Services Branch is seeking a Property Management Specialist. This position is primarily responsible for analyzing proposals for the management of rental properties. This position monitors property management agreements to ensure all terms and agreements are met and executed in accordance to rules and regulations. This position also coordinates and/or conducts special inspections, resolves complaints and conducts tenant file reviews to verify compliance with State and Federal regulations for housing programs eligibility.

Minimum Qualification Requirements:

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree.

Experience: Minimum two (2) years of specialized experience in property evaluation, operation of residential and/or commercial properties, including efficient utilization and maintenance of real property which includes property evaluation, preparation of management proposals, solicitation of tenants, planning and execution of protection and maintenance of buildings and grounds.

Note: The above positions are exempt non-civil service and on continuous recruitment until filled. HPHA is an equal opportunity employer. We offer competitive compensation package with added benefits with the State of Hawaii. Salary is commensurate with training and experience.

For consideration, you may submit your resume and a cover letter, referencing the position title that you are interested in, to:

Hawaii Public Housing Authority
Human Resource Office, Building J
1002 N. School Street
Honolulu, HI 96817
Email: **hphajobs@hawaii.gov**
Fax: (808) 832-5979

For a list of other positions please visit <https://www.governmentjobs.com/careers/hawaii> and apply online.

Last updated 1/4/19