



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

❖ ASSISTANT CHIEF FINANCIAL OFFICER

The Assistant Chief Financial Officer (ACFO) is responsible for administering, advising, and managing, and overseeing HPHA's fiscal/financial management programs and activities. The position assumes the responsibility for day-to-day operations of Fiscal Management Office's Asset Management, General Ledger, and Payroll & Disbursement Sections.

The incumbent is also responsible for overseeing the compliance and conformance of all HPHA's financial and accounting transactions to U.S. Housing and Urban Development (HUD) statutes, rules and policies, state laws and rules, and other applicable financial standards.

Minimum Qualification Requirements:

Required Licenses, Certificates, etc.: Certified Public Accountant designation (preferred)

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, accounting, economics, finance, or related field is required.

Experience: Five (5) years of progressive administrative and/or analytical experience that involved in designing, and administering budget or financial systems; analyzing economics, financial and auditing, data; modeling and forecasting financial information; establishing and implementing internal control; program analysis and evaluation, program planning, program budgeting or any combination of these areas; directing a program that provides staff advice and assistance; giving technical advice and direction to management; and preparing and making oral presentations.

❖ PROPERTY MANAGEMENT ADMINISTRATOR

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated, innovative and qualified individual that welcomes challenges, to be its Property Management and Maintenance Services Branch Chief. The successful candidate will manage 6000+ statewide federal state properties; develops and/or revises and implements policies and procedures, rules and regulations which govern the operation of housing management programs in compliance with applicable statutes and procedures for program enhancement. In addition, this position will be responsible for the creation and management of partnerships with community organizations, programs to promote economic opportunity and management practices to ensure the viability of our properties.

Minimum Qualification Requirements:

Required Licenses, Certificates, etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, public administration, social sciences, or closely related field. 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:

Supervisory Experience: Five (5) years of supervisory experience which includes: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them of difficult problem areas, and 4) training and development of employees.

Preferred and Specialized Experience: Five (5) years of progressively responsible experience in the areas of property management, Department of Housing Urban Development (HUD) Rental Assistance experience, asset management budgeting, and fiscal/financial management.

❖ **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.

Salary Range:

\$6,250.00 - \$6,812.00 Monthly

\$75,000.00 – \$81,744.00 Annually

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.

❖ **PROPERTY MANAGEMENT COORDINATOR II**

The Property Management & Maintenance Services Branch is seeking a Property Management Coordinator II. This position is primarily responsible for administering and overseeing the various state and federal rental properties that are operated by private property management and to serve as a representative in mixed finance redevelopments. The position also assesses the procurement and delivery of operational and maintenance services such as security, refuse collection, and other after-hour call services. Other responsibilities include coordinating and/or conducting special inspections as necessary in response to complaints, contract violations, or inadequate property management and/or maintenance of HPHA's privately managed properties.

Salary Range:

\$5,178.00 - \$6,299.00 Monthly

\$62,136.00 – \$75,588.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, finance, accounting or a related field of study.

Specialized Experience: Three (3) years of progressively responsible work in real property management as an employee or agent of a real estate firm, bank, insurance company, etc. engaged in the control and conduct of multiple units and properties housing operations, private housing developments etc.; budgetary control and fiscal management of funds and expenditures related to project operations, maintenance and repair of project facilities; development and implementation of policies, procedures and work plan; property rental, contract review, lease negotiation and preparation.

Supervisory Experience: Two (2) years supervisory work experience in planning, organizing, scheduling, and directing work of others; assigning and reviewing subordinates' work; advising them on difficult work problems; training and developing subordinates; and evaluating their work performance.

❖ **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.

Salary Range:

\$4,600.00 - \$5,600.00 Monthly
\$55,200.00 - \$67,200.00 Annually

Minimum Qualification Requirements:

Required Licenses, Certificates, etc.: Valid Class 3, Hawaii State Driver License or equivalent.

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.

❖ **LANDLORD LIAISON**

The Section 8 Subsidy Program is seeking a Landlord Liaison to maintain and develop housing provider relationship in promoting retention and performing market outreach for the housing assistance programs; engage with community landlords and property owners as effective partners to preserve and expand the quality and quantity of available affordable housing options. This position will be responsible in identifying property owners, property managers, service providers and management companies who are willing to provide housing for the voucher program applicants and participants and perform outreach, briefings, and group meetings; conducts housing market research and maintain data on available rental housing units.

Salary Range:
\$4,413.00 - \$4,777.00 Monthly
\$52,956.00 – \$57,324.00 Annually

Minimum Qualification Requirements:

Education: Graduation from a (4) year college/university or commensurate knowledge and/or experience.

Experience: Three (3) years of work experience in the field of social services, case management, counseling, housing, program implementation, community relations or services programs or related field with at least working with diverse low-income populations.

❖ HEARINGS ASSISTANT

The Hearings Office is seeking a Hearings Assistant. This position is responsible to represent HPHA in eviction hearings against residents before the eviction boards and coordinates with the Department of Attorney General on court proceedings; prepares necessary documents for the eviction process. The primary purpose of the Hearings Assistant is to provide technical and administrative assistance to the Hearings Officer in the areas of rule enforcement, quasi-judicial administrative hearings, and adverse proceedings.

Salary Range:

\$3,566 - \$3,856.00 Monthly

\$42,792.00 – \$46,272.00 Annually

Minimum Qualification Requirements:

Education: High school diploma or equivalent.

Required Licenses, Certificates, etc.: A valid license to drive in the State of Hawaii, required.

Experience: Five (5) years of clerical work and legal assistance experience. The incumbent must be able to take dictation with speed and accuracy at a net word rate of 80 words per minute and type a variety of material with speed and accuracy at a net of 40 words per minute. Ability to understand and explain legal processes and procedures.

Note: *These aforementioned positions are exempt non-civil service and are 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 range is commensurate with training and experience.*

For consideration, you may submit or email a cover letter, a completed State of Hawaii Application for Non-Civil Service Appointment HRD 278 (see link below), and a detailed resume to:

Hawaii Public Housing Authority
Human Resources Office – Building B
1002 N. School Street
Honolulu, Hawaii 96817
Email: hphajobs@hawaii.gov

The State of Hawaii Application for Non-Civil Service Appointment, HRD 278 may be accessed online at <http://humanservices.hawaii.gov/application-for-non-civil-service-appointment/>

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