

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 23-012)

Opening Date: May 05, 2023

Closing Date: Continuous Until Filled

HHL Homestead Development Specialist IV

Land Development Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment
\$4,692/month, State benefits apply

DUTIES SUMMARY:

This position is in the Land Development Division, Design and Construction Branch and is responsible for to expedite the planning, design and construction of infrastructure developments and site preparation for new construction and for Repair, Maintenance and Operations for repairs, remediation, reconstruction of existing subdivision and offsite infrastructure.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Graduation from an accredited four (4) year university with a Bachelor's degree.

Excess work experience as described under General Experience below or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted 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. The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically. Experience in housing related industries which involved the assistance of pre and post homeownership is preferred.

General Experience:

Three years of progressively responsible professional work experience in land development, property management, and related fields and in fieldwork that involves monitoring, evaluating, or conducting studies and analyses of programs or projects to make recommendations for the development of revision of standards, policies, procedures, or techniques; gathering and analyzing data to determine conformance with standards and requirements; recommending improvements or developing technical advice and direction pertaining to program standards, requirements or practices; and independently performing the full range of program planning, development, and evaluation activities in a program related to the agency's development plans and/or program activities in real estate development, construction of infrastructure for small to large development, or real property management.

Substitutions Allowed:

1. Possession of a master's degree from an accredited college or university may be substituted for one (1) year of the General Experience.
2. Possession of a mater's degree from an accredited university may be substituted for one (1) year of the specialized experience.

To Be Eligible: Applicants must be U.S. citizens or authorized to work in the U.S. and meet the minimum qualification requirements as stated above.

To Apply:

Submit completed State of Hawaii Application for Non-Civil Service Appointment; resumes, cover letters, references and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above (as applicable). Emailed and hand delivered applications must be received in/by the Human Resources Office by the deadline (as applicable). Application and accompanying material become the property of the DHHL. As needed, applicants should make copies of their resumes before submittal to the DHHL. Call 620-9538 for more information.