

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 24-018)

Opening Date: July 17, 2024

Closing Date: Continuous Until Filled

HHL Homestead District Supervisor II

Homestead Services Division, Hilo, Hawaii

This vacancy will be filled by an exempt (non-civil service) At- Will appointment
\$5,918.00/month, State benefits apply

DUTIES SUMMARY:

The primary purpose of this position is to serve as supervisor of the East Hawaii District Office, represent the department in the community and in programs benefitting homestead beneficiaries and homesteading activities, and provide information and assistance to homestead applicants, lessees, and the general public.

MINIMUM QUALIFICATION REQUIREMENTS:

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

Specialized Experience: Three and one half (3-1/2) years of experience in one or a combination of the following:

1. Progressively responsible work which required participation in, or the conduct of, most of the operational activities normally associated with management of housing projects, including such activities as:
 - a. Development and implementation of local policies, procedures and work plans;
 - b. Supervision and training of subordinate personnel;
 - c. Budgetary control and fiscal management of funds and expenditures related to project operations, maintenance and repair of project facilities;
 - d. Evaluation of operating and maintenance costs and practices to obtain maximum efficiency and economy
2. Progressively responsible work in real property management as an employee or agent of a real estate firm, bank, insurance company, etc., engaged in the management of residential or business properties. Such work must have demonstrated knowledge of, and experience in most of the following activities:
 - a. Property maintenance and repair which included responsibility for the efficient and economical maintenance of the property and the protection of the owner's investment through property inspections and effecting needed repairs and alterations;
 - b. Tenant selection and resolving tenants' complaints;
 - c. Property rental, lease negotiation and preparation
 - d. Collection of delinquent rent
3. Progressively responsible work in a real estate firm, bank, or financial institution engaged in financing new home or other building construction, agricultural, or home improvement loans. Such work must have demonstrated knowledge of and experience in most of the following activities:
 - a. Reviewing loan applications, financial statements, credit information and interviewing applicants to determine their financial status;
 - b. Reviewing and evaluating proposals to finance the development and construction of new homes, commercial buildings, or the development of farms or ranches;
 - c. Assisting clients in obtaining credit from other lending institutions, refinancing loans, or in financial management matters; and
 - d. Closing loans, disbursing loans, and servicing loans.

EQUAL OPPORTUNITY EMPLOYER

Substitutions allowed:

1. Possession of a master's degree from an accredited college or university with a major in business or public administration, economics, urban planning or closely related field may be substituted for one year of Housing, Property and Loan Management 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; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Personnel Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above. 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.