

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 24-023)

Opening Date: September 13, 2024

Closing Date: Continuous Until Filled

HHL Homestead Housing Development Manager

Land Development Division, Kapolei, Oahu

This vacancy will be filled by an exempt (non-civil service) At-Will appointment

\$7,198.00/month, State benefits apply

DUTIES SUMMARY:

The position serves as the branch chief and is responsible for planning, scheduling, coordinating, and carrying out the activities and operations of the Housing Project Branch.

MINIMUM QUALIFICATION REQUIREMENTS:

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

General Experience: Two (2) years of progressively responsible professional work experience which required making analyses and evaluations. The experience must have demonstrated a high degree of analytical skill involving the ability to identify information needs, collect and analyze data, identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action; read, comprehend and interpret complex material such as State statutes and/or federal regulations; and draft comprehensive reports of findings and conclusions.

Specialized Experience: Three and one-half (3.5) years of progressively responsible professional work experience which involved supervising, coordinating or participating in housing/real estate development planning and/or marketing. The experience must have included the requirement for considering needs and feasibility of housing construction; housing costs and economic trends affecting the housing market; mortgage loan sources/options and construction and eligibility requirements, and must have demonstrated knowledge of laws, ordinances and codes governing land development and housing construction and basic principles and concepts relating to the design and construction of housing.

Quality of Experience: Possession of the required number of years of experience will not in itself be accepted as proof of qualification of the 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.

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 master's degree from an accredited college or university in architecture or real estate may be substituted for one (1) year of the General or 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; 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.