

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 25-031)

Opening Date: January 5, 2026

Closing Date: Continuous Until Filled

Homestead Housing Specialist IV

Land Development Division

This vacancy will be filled by an exempt (non-civil service) At-Will Appointment.
\$5,369.00/month, State benefits apply

DUTIES SUMMARY:

The position is responsible for providing assistance in the lease awards process; providing support to beneficiaries, other DHHL divisions and vendors with functions in the areas of research, processing and maintaining legal, construction, and department documents and forms, and loan prequalification. The position is also tasked with coordinating beneficiary meetings inclusive of orientation and lot selection awards for new subdivisions in addition to awards of available inventory returned to the DHHL.

MINIMUM QUALIFICATION REQUIREMENTS:

Education

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

General Experience

One (1) year of progressively responsible work experience, which demonstrated knowledge of housing development, real estate activities and required the ability to read and understand, follow oral and written instructions, communicate orally and in writing.

Specialized Experience

Three and one-half (3.5) years of progressively responsible work experience which involved the administration of housing assistance activities, real estate activities, or similar or equivalent work experience in another area of housing or homestead program activities; administrative and homestead rules and regulations as a primary function, in performing, enforcing and promoting compliance with such laws, rules, and regulations related to housing, construction, development, real estate and/or homestead programs and activities.

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.

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; resume; cover letter; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96707. Applications emailed, hand-carried, or sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Application and accompanying materials become the property of DHHL. As needed, applicants should make copies of their resumes before submission to DHHL. Call 620-9538 for more information.

EQUAL OPPORTUNITY EMPLOYER