



## VACANCY ANNOUNCEMENT

**Position:** Administrative Assistant II (Temp.)  
**Open Date:** May 4, 2022  
**Closing Date:** May 20, 2022  
**Location:** Pueblo of Acoma Housing Authority  
**Rate of Pay:** \$DOE

### SUMMARY

Under the Supervision of the Executive Director, the Administrative Assistant II is responsible for performing clerical, and administrative duties as they relate to operation of the Pueblo of Acoma Housing Authority. The position requires a high degree of adaptability, professionalism, and exercise of sound judgment in dealing with community members, contractors, and the general public. Will ensure that the PAHA maintains compliance under the Emergency Rental Assistance and Homeownership Assistance guidelines. Coordinate tasks including application intake, eligibility determination, and case management for all eligible applicants. Other tasks include develop program forms and policies, and to assist Homebuyers, Tenants, and community members to meet their obligations under the Emergency Rental Assistance program and Homeownership Assistance program agreements.

### DUTIES AND RESPONSIBILITIES

1. Establish filing system and other office management systems to assure strong organization and efficiency.
2. Secure income verification, household information, and other documents to determine eligibility for the Emergency Rental Assistance and Homeownership Assistance programs for admission.
3. Validate information submitted by applicants to prevent fraudulent activity, such as duplicate services.
4. Assist to develop, interpret and enforce program policies and procedures.
5. Receive and assist program participants and general public and refer to other appropriate programs and agencies.
6. Maintain consistent contact with utility companies, landlords, state government programs, other tribes, Income Support Division, etc.
7. Record keeping on number of applications received, eligible, and ineligible applicants.
8. Maintain all applicant files and ensure confidentiality of information.
9. Submit monthly reports to the Housing Services Manager, which will be included in the monthly Housing Services Report.
10. Assist and refer tribal members of other housing services including mortgage opportunities.

11. Coordinates program activities with other Indian Housing Authorities and local, state, federal and private agencies.
12. Attend Housing trainings and obtain required certification, as necessary.
13. Do research on client files and auditing on all files active/in-active.
14. Performs other related duties as assigned by the Executive Director and assists other staff as needed.

## **QUALIFICATIONS**

Associates degree in business administration or related field and minimum of two (2) years' work experience in office management, community development, tribal program management, or tribal planning. Two (2) years' experience in Indian or public housing assistance, case management, or other public subsidized service work. An equivalent combination of education and experience, totaling two (2) years that provide the capabilities to perform the described duties will be acceptable.

## **SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES**

Must be computer literate. Knowledgeable of HUD rules and regulations with both public and private housing. Must possess strong organization capabilities and office management skills. Ability to develop, interpret and enforce policies and agreements. Operate a variety of office equipment. Possess strong public relations skills to work with staff, community members, tribal programs, tribal administration, and other public and private entities. Good oral and writing skills, typing and computer skills, and undertake independent action without close supervision.

## **LICENSE/CERTIFICATION REQUIREMENTS**

Must have a valid state driver's license and be insurable. Must be able to obtain Indian Housing certification from the National American Indian Housing Council.

Applications are available on the Pueblo of Acoma Housing Authority website: [acomahousing.org](http://acomahousing.org). Application can be hand delivered to the main office; mailed to PO Box 620, Pueblo of Acoma, New Mexico 87034; fax to (505) 552-9093 or email to [paha@acomahousing.org](mailto:paha@acomahousing.org). Applications must be received by 4:30pm, Friday, May 20, 2022. The Pueblo of Acoma is located approximately 70 miles west of Albuquerque.

*\* Resumes are encouraged but not in lieu of a completed application form.*

*\* The Pueblo of Acoma Housing Authority is an equal opportunity employer; all applications will be considered; Acoma Tribal Member and/or Native American Preference Applies.*

*\* Pre-Employment drug screening will be required.*