



P.O. Box 620
Pueblo of Acoma, NM 87034

"Providing Safe and Affordable Housing Opportunities"

Phone: (505) 552-7528
Fax: (505) 552-9093

VACANCY ANNOUNCEMENT

POSITION: Executive Director
CLOSING DATE: Until Filled
LOCATION: Pueblo of Acoma Housing Authority (PAHA)
RATE OF PAY: \$DOE

SUMMARY

Under the direction of the PAHA Board of Commissioners, the Executive Director is responsible for directing, controlling, planning, and organizing the overall administration, fiscal management, and the total operational function of the PAHA. Furthermore, as the Chief Executive of the PAHA, this position has full responsibility in managing the PAHA in an efficient, economical, ethical, and business manner.

For more information or a full position description contact the PAHA at (505) 552-7528 or by email at paha-hr@acomahousing.org.

QUALIFICATIONS

Four (4) years' work experience in Indian or Public Housing Assistance, Construction Management, or other public subsidized service work. An equivalent combination of education and experience, totaling four (4) years, that provides the capabilities to perform the described duties will be accepted.

LICENSE/CERTIFICATION REQUIREMENTS

Must have a valid state driver's license and be insurable.

Applications may be picked up at the Pueblo of Acoma Housing Authority office located at 6A Sunrise Road or on our website at www.acomahousing.org. Application can be hand delivered to the main office; mailed to Attn: Executive Director, P.O.Box 620, Pueblo of Acoma, New Mexico 87034; fax to (505) 552-9093 or email to paha-hr@acomahousing.org. The Pueblo of Acoma is located approximately 65 miles west of Albuquerque and 15 miles east of Grants.

** Resumes are encouraged but not be in lieu of a completed employment application.*

** 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.*