



**Temporary Housing Coordinator**  
**Tracking Code: 1539-381**  
**Job Description**

**EXTERNAL JOB VACANCY ANNOUNCEMENT**

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**JOB LOCATION** : ROSS Grant - Housing Management Division – Window Rock, AZ  
**SALARY** : \$24.5284 per hour  
**CLOSING DATE** : Friday, July 26, 2024, at 5:00 PM

**Class Summary:**

This class is the third of four levels in the Housing Management series. Incumbents coordinate the activities of significant housing management programs, service offerings, or administrative operations requiring a strong knowledge of NHA and HUD housing policies and practices. Responsibilities may include compiling and preparing reports requiring the analysis of multiple data sources; advising staff, tenants and the general public on program operations, goals and procedures; enforcing rules and policies; ensuring program compliance with federal and Tribal housing regulations; coordinating operations with internal and external departments, agencies and governmental organizations; and maintaining program budgets and expenditures. Incumbents must maintain composure and apply professional judgment to sensitive issues and/or situations. Experience with conflict resolution is critical for the successful performance of this work. The Housing Coordinator is distinguished from the Housing Specialist by its responsibility for the overall coordination of one or more specialized housing programs requiring an advanced knowledge of housing practices.

**Responsibilities:**

- Coordinates the activities of a specialized housing program to include overseeing the implementation and adherence of policies, procedures, programs, goals, and objectives; coordinating operations with internal and external departments, agencies, and governmental organizations; and advising staff, tenants, and the general public on complex inquires and housing issues.
- Assists in developing the program budget; monitors the departmental budget including assisting in allocating resources and approving expenditures.
- Coordinates and oversees leasing activities of the public housing program which includes reviewing and approving applications.
- Prepares and maintains a variety of operational records and reports; compiles, researches, and analyzes necessary information.
- Performs other duties of a similar nature or level.

**Required Skills:**

- Coordinating specialized housing program(s);
- Providing customer service;
- Accepting, processing, and reviewing housing applications;
- Applying and communicating applicable laws, guidelines, requirements, policies, and procedures;
- Monitoring and preparing a program budget;
- Managing projects;
- Preparing reports;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

**Required Experience:**

- Valid Driver's License.
- Bachelor's degree in public administration, business administration, social work, or related field or an Equivalency;
- Five years of related housing management experience.

**How to Apply:**

Applicants must submit a completed NHA application. including an updated resume and unofficial transcripts or degree(s). Email completed application packet to [nhahr@hooghan.org](mailto:nhahr@hooghan.org) or hand delivered to our NHA HR Office in Fort Defiance, AZ by the closing date to be considered for the position. All applicants are subject to background investigation and must have a valid driver's license. Failure to submit required documents shall be considered incomplete. If you have any questions, please contact NHA Human Resources at (928) 729-6623.