



EMPLOYMENT OPPORTUNITY ADVERTISEMENT

Zuni Housing Authority
P. O. Box 710 - 11 South D Avenue
Zuni, New Mexico 87327
Phone: (505) 418-4265
www.pozha.org

ZHA-2026-007

Announcement No.

April 15, 2026

Announcement Date

April 29, 2026

Closing Date

POSITION: Executive Director

Pay Level and Hourly Rate: Level 6 - Management (\$42.71/ph)

DEPARTMENT: Executive

GENERAL DEFINITION:

The incumbent provides leadership and management of the planning, organizing, direction and control functions of the Zuni Housing Authority (ZHA); develops and implements strategic plans to meet business goals and objectives created in partnership with the Board of Commissioners (BOC); ensures commitment to and compliance with all laws and regulations applicable to ZHA operations. Proactively address challenges as they arise in the internal and external environment to protect ZHA business interests and promote the preservation of the Zuni Culture and traditions in accordance with the A:shiwi Core Values.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to interpret applicable federal, state and local laws, regulations and requirements governing HUD and other federal housing and community development programs
2. Knowledge of project management principles.
3. Must possess skills in leadership to inspire and guide teams towards achieving organizational goals.
4. Must be proficient in communication skills and have the ability to convey information clearly to various stakeholders.
5. Must have conflict resolution skills to effectively mediate disputes and foster a positive work environment.
6. Must have knowledge of budgeting, financial reporting and grant management.

TRAINING AND EXPERIENCE:

- Bachelor's Degree in Public Administration, Business Administration, or related field, plus five years' work-related experience in the administration of a large public or private housing or construction organization with three (3) years of supervision experience
- OR Equivalent combination of six (6) years of education and work experience which provide the capability to accomplish the responsibilities of the position, with five (5) years of supervision experience.

WORK ENVIRONMENT:

1. This job is operated in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photo copiers, filing cabinets, and fax machines.
2. Full-time position. Work hours are Monday through Thursday; 7:00 am to 6:00 pm. Incumbent is subject to preemployment and annual background checks. This position requires some travel subject to review and approval by the

PHYSICAL DEMANDS:

- The incumbent routinely sits, stands, and walks with occasional bending and reaching, and uses fine manipulation in the use of computer keyboard, telephone, and other office equipment and may occasionally be exposed to special hazard and safety conditions.

AAP/EEO STATEMENT

- ZHA provides Equal Employment Opportunity (EEO) and complies with the Americans with Disabilities Act (ADA), and Age Discrimination in Employment Act (ADEA). ZHA Provides preference for Zuni Tribal Members, Native American and Veterans of the United States Military.

APPLICATION INSTRUCTIONS: (Please do not remove job posting).

Applications can be obtained at the Zuni Housing Authority Administration Building at 11 South D Avenue, Blackrock and the ZHA website at www.pozha.org