



County of Hawai'i Planning Department Job Posting for Disaster Recovery

Position Title:	CDBG-DR Housing Program Assistant
Department:	Planning
Reports To:	CDBG-DR Housing Program Supervisor
Job Type:	This position is exempt from civil service. Employment will be through contract.
Duration:	Temporary for one year, with the ability to extend based on the availability of funding and the County's business needs.
Salary Range:	\$36,564 - \$42,792 Annually
Benefits:	This position provides for benefits including, but not limited to, medical insurance, paid leave, retirement, and overtime as regulated by applicable collective bargaining agreements and any federal or state laws.

Duties Summary:

This position performs administrative and clerical duties for housing programs related to recovery from the 2018 Kīlauea eruption with Community Development Block Grant funds for Disaster Recovery (CDBG-DR) provided to the County by the U.S. Department of Housing and Urban Development (HUD).

Duties and Responsibilities:

- Perform administrative and clerical duties for housing-related programs associated with the CDBG-DR funds including, but not limited to, a Voluntary Housing Buyout Program and Housing Relocation Services.
- Provide assistance and public information to applicants for CDBG-DR housing programs.
- Review program application submittals for eligibility; and assist with the management of case files and maintenance of program records.
- Create and maintain paper and electronic filing systems, prepare public notices, obtain and verify financial information, and provide clerical and data entry services.
- Assist staff in the preparation and processing of program documentation and funding applications.
- Apply policies and procedures to administer CDBG-DR programs and funding.
- Coordinate activities and communication between Department staff, other governmental offices, contractors, community partners, and program applicants.
- Provide support through organizing meetings and events, taking meeting notes, preparing minutes.
- Greet visitors, answer phones/emails, and respond to inquiries by outside parties.
- Assist with field work and site inspections, as may be required.
- Participate in programmatic audits with internal and external auditors, as may be required.
- Understand and interpret agency functions, regulations, policies, and procedures.
- Perform other related duties as required.



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Preferred Qualifications:

- A combination of education and experience substantially equivalent to graduation from high school.
- Three (3) years of clerical experience demonstrating administrative coordination, filing, record keeping, and typing.
- Exceptional written and verbal communication skills.
- Demonstrated ability to prioritize tasks, exercise judgement and take initiative to organize assignments.
- Proficient with standard office computer software; experience with standard office equipment.
- Experience working with government and community agencies is desirable.

Application Deadline:

There is no application deadline. We encourage interested applicants to apply as soon as possible since this recruitment may close at any time.

To apply for this position please submit cover letter, resume, and references by email to douglas.le@hawaiicounty.gov.

If an applicant is interested being considered for multiple positions currently being recruited for, please discuss your candidacy for each position in the cover letter. Applicants do not need to submit multiple applications to be considered for different positions available.