

PYRAMID LAKE HOUSING AUTHORITY



POSITION ANNOUNCEMENT

Posted: May 4, 2026

Closing Date: May 14, 2026

POSITION: Housing Services Specialist
LOCATION: Pyramid Lake Housing Authority
SUPERVISOR: Executive Director
SALARY: \$20.14 - \$22.21 Per Hour, Full-Time Status, 40 hours per week
Class Code 312/Grade 10, Steps 8-10 Non-Exempt

DEFINITION: Monitors lease compliance for all residents under Homeownership and Low Rental programs. Serves as the primary contact for housing assistance and provides customer service to applicants, occupants, and potential tenants.

DUTIES AND RESPOSIBILITIES:

Process all incoming applicants for Homeownership and Low Rental programs, following established guidelines and regulations.

Receive and review applications for program eligibility.

Provide adequate explanation to new residents of their rights and responsibilities as outlined in the Homebuyer Agreement or Tenant Lease Agreement. Calculate monthly payments for homebuyers and rental tenants. Perform annual reexamination of family earnings and composition.

Ensure that all units under management of the Housing Authority are properly maintained in accordance with established housing policies and HUD guidelines and regulations. Conduct inspections at move-in, move-out, warranty and annual periods, and document all findings.

Prepare maintenance work orders for routine, preventative, and emergency needs.

Conduct all Interim/Annual re-certifications. Complete the determination of initial/continued occupancy eligibility and compute the required payment of each tenant on the basis of information received from acceptable sources.

Prepare and submit written reports of program activities to the Housing Director and Board of Commissioners on a monthly basis. Attend board meetings to present the monthly report and answer questions.

Provide information sessions for new participants including general maintenance programs, energy conservation, fire safety, and insurance programs.

Process incoming requests from outside agencies, verify data maintained in the participant file. Assist in collection efforts as outlined in the Housing Authority's Collection and Eviction Policy

Refer applicants and participants to alternative resources as needed.

P.O. BOX 210 NIXON, NV 89424-0210 Ph 775.574.1026 Fax 775.574.1044

Develop annual budget for the Resident Services Program and administer program activities in a timely manner.

Coordinate and conduct educational workshops and seminars, information sessions for new participants as well as general programs on maintenance, energy conservation, fire safety, and insurance programs.

Identify and evaluate new/changed housing assistance needs and opportunities. Review existing policies for effectiveness and monitor compliance to admission and occupancy. Work with Housing Director to evaluate, update, or revise policies as needed.

Responsible for working with Insurance Companies in regard to submitting claims for loss and/or damages and application process.

MINIMUM QUALIFICATIONS:

Knowledge of: Principles of property management; administrative techniques used in budgeting and bookkeeping; personnel and office management, data collection and report writing, office methods and procedures; computer systems applications; correct English usage; legal, and financial, statistical and record keeping methods associated with the department; business correspondence; filing; standard office equipment.

Skill in: Organizing, prioritizing and coordinating work activities; developing procedures and records system communicating effectively in both oral and written form; working independently; using initiative and sound independent judgment within established guidelines.

Ability to: Work positively under a team concept with coworkers and the community; understand, interpret and apply rules, regulations and ordinances; gather and analyze a variety of data and prepare appropriate report; communicate orally in writing; independently carry out an assortment of special and ongoing projects; work efficiently under pressure of deadlines, conflicting demands and emergencies; work efficiently with housing staff, tenants, members of elective and appointive bodies and members of the general public; operate a computer and working knowledge of word processing, database and spreadsheet software; proof read for discrepancies and maintain a high degree of detail; interpret and apply fairly and impartially personnel rules, regulations, and policies, establish and maintain effective, courteous and cooperative working relations with all levels of person contacted in the course of work.

Incumbent must be able to respect and adhere to the most rigid and strict rules of maintaining privacy and confidentiality of sensitive matter.

Must be at least 21 years of age and able to favorably pass a pre-employment drug & alcohol test along with a thorough background investigation and be bondable.

Must provide with application current DMV print out.

REQUIRED EDUCATION AND EXPERIENCE:

High School diploma or GED with at least two years' work experience with the Indian community or other organizations, including budget development and management. Be familiar with HUD/NAHASDA regulations. Proven experience in exercising sound, independent judgement within general policy, or any combination of training, experience or other preparation which would indicate possession of the knowledge, skills and abilities required for the position. Ability to obtain a Certified Tribal Housing Professional Certificate within one year of hire.

To Apply

Applications may be obtained by contacting the Housing Authority Office at (775) 574-1026 or by writing PO Box 210, Nixon, NV 89424, or downloading the application from the Pyramid Lake Housing Authority's website at www.plhousingauthority.weebly.com.

Application will be accepted until 4:30 pm.

Pyramid Lake Housing Authority is a drug free workplace. Applicants will be required to undergo drug and alcohol testing prior to employment and subject to further alcohol and drug testing throughout their period of employment. In addition, PLHA implements a Background Investigation, in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473) However, PLHA is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703 (I) of Title VII of the Civil Rights Act of 1964, amended in 1991.