

Maximum Accessible Housing of Ohio Administrative Director position description

The **Administrative Director** is a leadership position with broad responsibilities to ensure that the organization is operating efficiently and in compliance with all regulations. They have primary oversight responsibility for admissions, tenant relations, and compliance with HUD and other funders related to the management of our five Vistas Apartment Communities. They will be the lead staff person for human resources, office operations, and IT. People with disabilities are encouraged to apply. This position works with the President, Facilities Director, and Board committees to address policy and operational issues to facilitate the mission: we advance accessibility, independence, and inclusion in homes and communities.

Core Job Responsibilities

Leadership and Supervision

- Develops and evaluates administrative policies and procedures for quality and efficiency
- Represent MAHO with outside groups, funders, and regulators and at events
- Supervises and supports the work of the administrative staff

Compliance and Admissions

- Facilitates and supervises compliance with HUD requirements for subsidized housing
- Leads preparation for compliance reviews and audits and other external reviews by funders
- Supervises the entire application and admissions process, ensuring compliance with regulations

Tenant Relations

- Oversees processes to ensure tenant needs and concerns are properly addressed
- Respond appropriately to any issues involving tenants including lease violations

Office Administration

- Serves as primary contact for IT administration and operation with staff and IT contractor
- Facilitates and supervises office administrative, clerical, and IT processes
- Oversees office supplies, equipment, and records maintenance

Human Resources/Insurance and Benefits

- Administers and is primary contact for employee benefits plans
- Oversees HR policies and procedures including compliance and updating

Qualifications*

- Solid critical thinking skills and attention to detail
- Experience with property management, especially residential, preferred
- Strong written and verbal communication skills with all levels of internal and external contacts
- Experience with regulatory compliance. Experience with HUD and/or assisted housing compliance preferred
- Comfortable with troubleshooting IT issues and able to communicate effectively with the IT contractor and with staff who have varied IT skill levels
- Human Resources or employee benefits administration experience desired
- Experience working with or serving people with disabilities preferred
- Ability to work both independently and as part of a team
- Proficient in using Microsoft Word, Excel, and Outlook
- Bachelor's degree or ten years related experience
- Ability to travel to all MAHO properties and to required events

Send cover letter and resume to: maxhousing.hr@gmail.com Put Admin Dir in subject line

EOE

*NOTE: The individual must possess these skills and abilities or, using some other combination of skills and abilities, be able to explain and/or demonstrate that he/she can perform the essential responsibilities of the job with or without reasonable accommodations.