

Community Shelter Board (CSB) seeks a non-exempt, full-time Housing Administrator.

Community Shelter Board is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. We are seeking a professional, self-motivated team member who will be responsible for working with the Housing Director to implement the rental assistance and leasing programs administration strategy for the organization. This position is primarily concerned with the achievement of the goals for the organization by ensuring that rental assistance and leasing programs funded by the U.S. Department of Housing and Urban Development (HUD) are administered effectively, efficiently, and in compliance with HUD requirements.

You’ll have the opportunity to work in a fast-paced environment in this full-time position. Minimum qualifications are

* At least 3 years of experience in an office setting
* Experience in public housing, housing choice voucher, rapid rehousing or tax credit rent calculations
* Experience working in a public housing authority, rapid rehousing program, tax credit property or similar rent structured housing program

Experience working in a not-for-profit setting and working with homeless and/or other disadvantaged populations are preferred.

CSB offers a competitive salary, an excellent benefit program including health, dental, and vision insurance coverage, life insurance, 401(k) plan and employer retirement plan, flexible spending accounts, and generous paid time off. We also offer an attractive, comfortable work setting and free parking. Learn more about CSB at [www.csb.org](http://www.csb.org/). Interested applicants should submit a resume to [hiring@csb.org](mailto:hiring@csb.org) by January 21, 2021. Community Shelter Board is an Equal Opportunity Employer and conforms to all applicable employment practices. We strongly encourage diverse applicants to apply.

|  |  |  |
| --- | --- | --- |
| Title of Position: Housing Administrator | | Pay Range: 50,000 – 60,000 |
| Status: Non-Exempt, full-time | |  |
| Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave. | | |
| Reports to: Housing Director | Unit: Housing Department | |

**BASIC FUNCTION**

This position is responsible for working with the Housing Director to implement the rental assistance and leasing programs administration strategy for the organization.

**EFFECT ON END RESULTS**

This position is primarily concerned with the achievement of the goals for the organization by ensuring that rental assistance and leasing programs funded by the U.S. Department of Housing and Urban Development (HUD) are administered effectively, efficiently, and in compliance with HUD requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Collaborate with partner agencies to house disabled people experiencing homelessness in rental units in Columbus and Franklin County, Ohio.
   1. Prepares and schedules rental assistance agreements with tenants and partner agencies.
   2. Prepares and schedules rental assistance contracts and leases with landlords, as applicable.
   3. Assesses tenant lease, rent, and utility compliance with HUD Fair Market Rent, rent reasonableness, and other requirements.
   4. Assists the Housing Manager in coordinating with landlords, tenants, and partner agencies to help keep tenants stably housed in appropriate, safe, and sanitary units.
   5. Schedules annual recertification process and works with Housing Inspector to schedule for annual inspections.
   6. Assists with tenant and landlord grievances and appeals, as needed.
   7. Assists tenants who reach out to CSB Housing Department for assistance and follow-through.
2. Collaborates closely with the Finance Department on housing assistance payments.
3. Maintains physical and electronic records, in accordance with HUD requirements.

**OTHER FUNCTIONS**

1. Provides technical assistance to partner agencies within the scope of authority.
2. Attends other agency and/or organizational meetings as requested.
3. Assures that effective communication is maintained within areas of responsibility.
4. Provides back-up staffing for the Housing Department, as needed.
5. Maintains complete and adequate files, records, and documentation.
6. Active participant in staff meetings.
7. Effectively collaborates internally with other CSB staff to ensure best possible work products are delivered.
8. Recommends and implements techniques to improve productivity, increase efficiencies, cut costs, takes advantage of opportunities and implements state-of-the-art practices.
9. Other duties as requested.
10. Contributes to an atmosphere of dignity, respect, and diversity, and adhere to CSB’s Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.

**KEY LEADERSHIP COMPETENCIES**

1. Is adept at gaining the trust and respect of both internal and external customers; dedicated to meeting customer expectations and requirements.
2. Is able to marshal resources, information, and activities in an effective and efficient manner to accomplish a goal.
3. Can accurately plan projects/tasks with regards to length and difficulty. Can set objectives and goals and anticipate plan for roadblocks. Can establish processes in order to work efficiently. Is able to plan tasks and projects in a detailed and thorough manner.
4. Is able to focus on critical tasks, appropriate time accordingly, and make decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
5. Understands group dynamics, roles, and needs of groups and their members.
6. Written communications convey messages and information in a clear and concise manner.

**SKILLS, KNOWLEDGE & ABILITIES**

1. Proven competency in communication skills, both oral and written.
2. Demonstrated attention to detail.
3. Knowledge of functional aspects of accounting departments, including accounts payable and accounts receivable.
4. Excellent organization skills.
5. Excellent time management skills.
6. Excellent project and process management skills.
7. Proven ability to work independently and manage deadlines.
8. Proven ability to manage large amounts of information effectively.
9. Ability to get along with diverse personalities.
10. Skilled in Microsoft Windows, Outlook, Word, Excel, and Internet.
11. Knowledge of issues related to homelessness preferred.

#### PHYSICAL OR MENTAL DEMANDS

1. Ability to function effectively in a fast-paced, rapidly-changing environment and willingness to create new processes and procedures to address new and emerging challenges.
2. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities
3. Ability to maintain/oversee multiple projects simultaneously
4. Strong analytical and reasoning abilities
5. Quick learner
6. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible
7. Ability to establish credibility and be decisive while supporting the agency’s needs and priorities

**EDUCATION/EXPERIENCE & OTHER REQUIREMENTS**

1. Congruence with agency mission and values
2. At least three years of experience in an office setting
3. Experience working in a not-for-profit setting preferred
4. Experience working with homeless and/or other disadvantaged populations preferred
5. Must have a valid Ohio driver’s license, proof of automobile insurance, and pass a criminal background check

**Job Outcomes Monitoring and Reporting:**

1. Documented quarterly job performance discussion with supervisor.