



**HUD-Certified Housing Counseling Agency**

## **HUMAN RESOURCES DIRECTOR**

The Ocala Housing Authority (OHA) is seeking a **Human Resources Director**. This is a highly specialized and confidential support position which operates under the direction of the Chief Executive Officer, with significant independence. This position supervises the Administrative HR Specialist and the Administrative Assistant.

Minimum qualifications include a bachelor's degree in human resources, business management, or business administration, seven (7) years of increasingly responsible Human Resources experience, with five (5) of those years in a management level HR position. Three (3) years of Employee Relations experience and experience with employee benefit programs. A combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the OHA. Experience supervising employees required. Possession of a master's degree from an accredited college or university in a related field may be substituted for two years of required experience.

Duties include, but are not limited to: Administering health, dental, vision and retirement plans, creating and maintaining human resources records and files, management of all individual personnel actions, coordination and monitoring of all searches and hiring processes, coordinate payroll processing through a 3<sup>rd</sup> party contract, maintain retention files and store room, submit ACH payments, maintain and void checks, system administrator of Enterprise Income Verification (EIV) System, PIH Information Center (PIC), Lindsey System, etc., server administrator for the system backup tapes in Lindsey, investigates property and liability insurance claims, processes workers compensation claims, respond to unemployment insurance claims, ability to interface well with all departments within the company, have the ability to handle multiple tasks simultaneously, possess exceptional organizational skills, Professional in Human Resources (Society for Human Resource Management, Professional in Human Resources, Senior Professional in Human Resources, or a similarly recognized certification in Human Resources Management) strongly preferred; and **MUST BE ABLE TO MAINTAIN THE HIGHEST LEVEL OF CONFIDENTIALITY.**

**Come and join OHA's family-oriented team and enjoy the following: OHA OFFERS EXCELLENT BENEFITS!** A four-day (40 hour) work week, Monday-Thursday schedule; a generous paid time off program; thirteen paid holidays annually; OHA pays 75% of employee and dependents health, dental and vision insurances; and 8% retirement benefit plan for directors after one year of employment.

**If you meet these qualifications, please mail: cover letter, resume', OHA application, and three (3) verifiable work references, to the attention of: Ms. Glenda Roberts, Human Resources Director, Ocala Housing Authority Administrative Office, 1629 NW 4th St, Ocala, FL 34475. You may also fax to 352-369-2643 or email [GRoberts@OcalaHousing.org](mailto:GRoberts@OcalaHousing.org). Application and job description are available on the OHA's website at [www.OcalaHousing.org](http://www.OcalaHousing.org). SALARY RANGE: \$55,000 - \$70,000. Successful candidate must pass a criminal background check. THE POSITION WILL BE OPEN UNTIL FILLED.**

*"This opportunity is covered under Section 3 of the HUD Act of 1968"*



Drug-Free Workplace

**Come Serve Ocala/Marion County with US!**





## **JOB DESCRIPTION**

### ***Human Resources Director***

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#### **Nature of Work**

This is highly specialized and confidential support operating under the direct and general administrative direction of the Chief Executive Officer, with significant independence. The Human Resources Director provides assistance to members of the Board of Commissioners and the Executive Management staff, and supervises the HR Specialist and Administrative Assistant. Duties may include clerical assistance with correspondence; assistance with board activities; and secretarial support, as well as routine office related functions.

#### **Classification Standards**

Administers employee health, welfare and retirement plans. Benefit programs include: 401 (k) Retirement Plan and Pension Loans, medical/dental/vision, long-term disability, workers' compensation, leave of absence, Section 125 Cafeteria Plan, etc. Acts as liaison between employees, insurance providers and to resolve benefit related problems and ensure effective utilization of plans. Provides administrative support to human resources function as needed (e.g. correspondence generation, record keeping, and file maintenance). Ensures plans are administered in accordance with federal and state regulations and plan provision are followed.

#### **Essential Job Functions**

Duties include, but are not limited to, the following:

- Administer health, dental, vision and other benefits plans. Processes required documents through payroll and insurance providers to ensure accurate record keeping, proper deductions. Review Insurance billings for accuracy, codes and advances for payment.
- Creation and maintenance of hardcopy and electronic human resources records and files, Management of all individual personnel actions.
- Coordination and monitoring of all search and hiring processes.
- Interpret and apply personnel policies & procedures and memorandum of understanding.
- Comply in requests for information from the public or other agencies regarding compensation data.
- Report Current Employment Statistics (CES) to the Bureau of Labor Statistics.
- Provide payroll processing oversight through a 3<sup>rd</sup> Party contractor.
  
- Maintain the Retention Files and Store Room

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**DESCRIPTION**  
***Human Resources Director, Continued***

- Submit ACH payment to bank for Housing Choice Voucher program landlords.
- Maintain and Void checks.
- System Administrator for Enterprise Income Verification (EIV) System, PIH Information Center (PIC), Lindsey System, etc.
- Server Administrator for the system backup tapes in Lindsey.
- Investigates property and liability insurance claims.
- Processes workers compensation claims.
- Respond to unemployment Insurance claims

**Secondary Functions**

- Vendor Check Stamping; accurately keys all payroll related data necessary to process payroll.
- Maintain the master copy of the company job description manual and ensure all copies are updated; maintain attendance calendar for staff; conducts and coordinates exit interviews; & backup for key custodian of checks.

**Management Responsibility**

- Demonstrate the ability to communicate and interface effectively and professionally with internal departments, clients, and external contacts to the organization.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Possess a high degree of proficiency with MS Office products including Word, Excel, Access, Power Point and Outlook.
- Demonstrated ability to handle multiple tasks simultaneously. Exceptional organizational skills required. Ability to meet designated deadlines is also a critical qualification.
- The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the team member a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

**Physical Requirements**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 10 pounds at times.
- Also, the ability to drive an automobile, manual dexterity is required to operate a computer, and regular attendance is required.

**Working Conditions**

- Indoors - The worker is subject to environmental conditions and activities that occur indoors.

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**DESCRIPTION**  
**Human Resources Director, Continued**

**Minimum Qualifications**

**Experience** – Seven (7) years of increasingly responsible Human Resources experience, with five (5) of those years in a management level HR position. Three (3) years of Employee Relations experience and experience with employee benefit programs.

**Education** – Possession of a bachelor’s degree from an accredited college or university with a major in human resources, business management, business administration or a closely related field preferred. Extra education from training programs or certificates in related fields may be considered. Possession of a Master’s degree from an accredited college or university in a related field may be substituted for two years of required experience.

**Professional in Human Resources** - (Society for Human Resource Management, Professional in Human Resources, Senior Professional in Human Resources, or a similarly recognized certification in Human Resources Management) strongly preferred.

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client’s/employee’s file, or if it will be assigned to another employee.

Employee Signature: \_\_\_\_\_ / Date \_\_\_\_\_

Human Resources Department: \_\_\_\_\_ / Date \_\_\_\_\_

Approved by:

\_\_\_\_\_/ Date \_\_\_\_\_  
Chief Executive Officer Signature

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.



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