



## HOUSING ADMINISTRATOR – Building & Housing Divisions

**Reports to:** Director of Planning and Development, or designee

**Salary:** \$45,000 - \$65,873.60

### POSITION SUMMARY:

The Housing Administrator is responsible for implementing departmental goals and the City's Building and Housing policies, including, but not limited to, researching and retaining knowledge of repair programs; organizing communications; conducting research on best practices and programs; data review and basic statistical analysis; authoring summary reports; overseeing the day-to-day permitting processes; management of day-to-day code enforcement priorities; leading property tax delinquency outreach efforts. The Administrator manages internal Building Division and Housing Division staff, improving processes related to Property Maintenance Code Enforcement and Violation Resolution.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Implement departmental goals, initiatives and policy set by Director, Mayor;
- Ensure permits are reviewed and issued in a timely, accurate manner;
- Guide applicants through the planning and zoning process, anticipate and resolve issues;
- Oversee enforcement of the City's Property Maintenance, Housing, and Zoning Codes and the State of Ohio codes;
- Develop and maintain a "nuisance abatement candidate" inventory and meet with other City staff to discuss strategies that will assist in achieving code compliance;
- Supervise implementation of the City's Grass Nuisance Abatement Program;
- Manage daily Building Department operations and staff to maximize code enforcement and property maintenance activities;
- Work in conjunction with the Building Official to review extension requests, complaints, and inspection reports;
- Examine monthly property transfer data for compliance with City requirements and trends;
- Research best practices and recommend new housing programs;
- Research, apply and administer grants, funding, collaboration and other applicable programs;
- Participate in and/or manage projects, research, initiatives, events and other City programs;
- Develop and host public meetings, hearings, and workshops related to property maintenance and repair, property tax delinquency, and home repair resources;
- Attend and make presentations to City Council, Council Committees, Planning and Zoning Commission, Architectural Review Board, and resident meetings as directed;
- All other duties as assigned.

### EDUCATION, EXPERIENCE, AND SKILLS:

Must possess good communications skills, both written and verbal, to conduct conversations in person and over the phone in a professional and respectful manner. Good customer service and problem-solving skills with the ability to prioritize tasks. Attention to detail. Must possess a valid State of Ohio Driver's license with not more than four penalty points within the past three (3) years. Some combination of education, at minimum a Bachelor's degree in Public Administration, Urban Planning, or related field, and experience in managing nuisance abatement procedures, vacant properties, building and zoning code compliance. Must have experience as a supervisor and/or manager.

To apply complete a City application and submit with relevant materials to the Human Resources Department ([HR@mapleheightsohio.com](mailto:HR@mapleheightsohio.com)).