



**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!**

