

JOB ANNOUNCEMENT:

The Chillicothe Metropolitan Housing Authority (CMHA) is seeking qualified applicants for the position of Executive Director (full-time/exempt).

The CMHA is a political subdivision of the State of Ohio; created in 1965 by authority of the Ohio Revised Code. CMHA serves Ross County, Ohio and is governed by a five-member Board of Commissioners.

The mission of the CMHA is to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.

CMHA operates subsidized housing and administers programs of housing assistance, partnering with the U.S. Dept. of Housing & Urban Development (HUD). In doing so, we oversee programs featuring: 387 units of subsidized Public Housing, 530 rental assistance Housing Choice Vouchers, 31 Project-Based Vouchers, Family Self Sufficiency program for both Voucher and Public Housing participants.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree in Business or a related field; five (5) years of Public Housing Management experience; administrative property management experience; and any equivalent combination of education, experience, and training, which provides the required knowledge, skills, and abilities to perform the essential job functions.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Public Housing Manager Certification (obtained after employment); Must possess a valid Ohio driver's license and maintain a driving record that meets the insurability requirements.

ILLUSTRATIVE LIST OF DUTIES: (Full Position Description available upon request)

Manages the Operation of the CMHA; Administers the housing program in accordance with the established policies of the Authority; prepares all recommendations to be acted upon by the Authority; supervises and procures materials and supplies used in management operation; requests necessary funds from HUD; maintains good relations with various publics; provides for cooperative tenant/management relations; acts as ex-officio secretary to the Authority; reviews all development and project budget estimates; makes recommendations for budget estimates to Authority and HUD; participates in developing the policy to prioritize the rating of applicants; mediates in resolution of tenant/owner problems; engages in professional development activities; maintains ultimate responsibility for good condition of buildings and grounds.

Initiates and performs developmental activities within the community; develops new revenue sources; provides for home ownership opportunities; coordinates grant activities with other agencies within Chillicothe; seeks out new rental housing opportunities; maintains relationships with State and National organizations regarding housing programs; monitors all construction activities and projects funded by

ILLUSTRATIVE LIST OF DUTIES (CONTINUED):

grants secured by the Authority; provides assistance to other housing authorities in Ohio as requested; serves as Chief Fiscal Officer of CMHA; manages and supervises all assigned employees. Position requires occasional evening and weekend hours and overnight travel.

MINIMUM ACCEPTABLE KNOWLEDGE AND SKILLS: (*indicates developed after employment)

Basic accounting; budgeting; finance; inventory control; education techniques; client training and development; agency goals and objectives; agency policies and procedures; department goals and objectives;* department policies and procedures;* public relations; community resources and services; marketing; English grammar and spelling; records management; employee training and development; personnel administration; Fair Labor Standards Act; employee benefits administration; workplace safety; supervisory principles and practices; office management; public administration; business administration; project management; local geographical area; computer operation including proficiency in Microsoft Office products; use of modern office equipment;

TO APPLY:

Submit a cover letter and resume to via email only to tlowe@chillimha.com. Please indicate "Executive Director Search" in the email subject line.

APPLICATION PERIOD BEGINS:

Wednesday, June 17, 2026

APPLICATION DEADLINE:

Friday, July 17, 2026

CONTACT:

Tamra Lowe, Chairperson

Chillicothe Metropolitan Housing Authority

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