



<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID HFA 600000		
DIVISION OR INSTITUTION Office of Multifamily Housing		UNIT OR OFFICE Director's Office	COUNTY OF EMPLOYMENT Franklin	
<i>This row is for Information Technology classifications ONLY</i>		PRIMARY TECHNOLOGY (IT ONLY)	SECONDARY TECHNOLOGY (IT ONLY)	
<i>This row is for Program Administrators &amp; Project Managers ONLY</i>		Identify Program or Project	Estimated Duration of Project	
<b>POSITION NUMBER</b> 20083094	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Multifamily Office Administrator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20082243 Director of Multifamily Housing (Administrative Staff)	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Fiduciary	Bargaining Unit 99  Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	<p>maintenance of fiscal controls (e.g., reviews Checking Account Daily ACH's and connects with Project submissions).</p> <p>Coordinates specific auxiliary functions falling under authority of Director: attends meetings with or in absence of Director and takes and maintains minutes, notes, and/or document management software (e.g., BoardDocs) in order to facilitate and memorialize meetings (e.g., Multifamily Committee [MFC], Program Adherence Committee); creates agendas for MFC meetings; creates script for MFC Chair to read at Board; completes other duties as assigned (e.g., acts as backup to or assists Executive Assistant with all other Committee and Board meetings).</p> <p><b>Customer Service Standards:</b> Adheres to Customer Service Standards set forth in the OHFA Team Handbook when interacting with those who use our services and programs and our co-workers. Makes internal and external customers and their needs a primary focus of actions. Develops and sustains productive customer relationships.</p> <p>Adheres to OHFA's Strategic Plan when working with staff, leadership, external organizations &amp; the public of diverse, socioeconomic, cultural, race &amp; ethnic backgrounds.</p>	<p>32t, A1, 33e, 34b, 34f.</p> <p><b>Knowledge of:</b> 11a, 11b, 13a*, 13b, 17, K2; <b>Skill in:</b> 25b (e.g., BoardDocs), 29; <b>Ability to:</b> (30g) understand system of mechanical or other procedures (e.g., committee meetings), 30l, (31d) add, subtract, multiply &amp; divide whole numbers, (32j) copy material accurately &amp; recognize grammatical &amp; spelling errors, 32r, 33e, 34b, 34c, 34f.</p> <p>*Developed after employment</p> <p><b>Unclassified per ORC 124.11(A)(30) Administrative Staff per ORC 175.05(A)(2) 07/2005</b></p>	
	<b>JOB TITLE</b> Administrative Staff			
	<b>JOB CODE</b> 99580			
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Bill Beagle/gb</i>	DATE 06/01/2026