

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Housing and Records Manager

BEGINNING SALARY RANGE: \$68,500 - \$105,137 – Salary based on related experience.

POSITION DESCRIPTION: Plan, organize, and coordinate the records maintenance, storage, preservation and disposition activities for the Board. Coordinate all activities and financial oversight of the local housing board, serving as liaison to the board of directors. Work closely with the Director of Business to ensure the Boards technology needs are being met. Coordinates records management activities to ensure effective and efficient maintenance of records. Responsible for all public records requests. Collaborates with the Community Support Services Director to oversee the activities of LODDI, the Board's Non-Profit Housing Corporation. Provides supervision to one Records Clerk-ISS & Business, one Records Clerk, and one Administrative Assistant-Receptionist. Manages the Board's Information Systems to ensure regulatory compliance and organizational efficiency. Liaison to the contracted technology vendor.

DUTIES:

1. Plans and coordinates the activities involved with electronic records management. Perform technical records management duties, recommends policy additions or revisions, and develops procedures to ensure effective purging, retention, and permanent storage of records as prescribed by Policy 1.45 - Records Format, Retention Schedule (RC-2), and Document Destruction. Leads the Records Retention Committee.
2. Coordinates all operational activities with the Non-Profit Housing Corporation, LODDI. Works with the Director of Community Support Services regarding tenant issues. Develops LODDI budgets, audits, and contracts. Participates in local and statewide housing development activities. Applies for capital housing projects. Coordinates and takes minutes of all LODDI Board meetings. Ensures LODDI Board bylaws are followed. Tracks Board Member terms and presents candidates to LODDI for appointment. Remains informed of LODDI emergencies after hours as responsible for approving costs for repairs.
3. Maintains lease agreements and records for all LODDI properties. Works closely with contractors on the maintenance/upkeep of the properties. Troubleshoots on property and tenant needs. Creates and

maintains an inspection and preventative maintenance checklist for each unit in order to maintain the physical property and grounds in a safe and acceptable fashion.

4. Serves as liaison to the contracted technology vendor. Performs various mechanical and technical work related to the telephone system and the electronic badge/door system. Makes recommendations on technology needs, policies and procedures to the Director of Business.
5. Provides leadership, trains and supervises Records Clerk- ISS & Business, Records Clerk, and an Administrative Assistant-Receptionist. Makes recommendations regarding hiring, promotion, discipline and removal of personnel. Coordinates coverage for the Secretary/Receptionist.
6. Reviews and processes public records requests and release of agency documents. Provides technical assistance and training to employees on electronic records management.
7. Meets with employees who are retiring or resigning to assess records and files.
8. Participates in training and educational opportunities both at the agency and through other sources, including all statewide opportunities.

RESPONSIBLE TO: Director of Business

HOURS: Typically 8 hours daily, Monday through Friday

- QUALIFICATIONS:**
1. Bachelor's Degree in a related field.
 2. One to three years of supervisory experience preferred.
 3. Experience with standard office equipment including computers with Microsoft Office and similar software for advanced computer use.
 4. Knowledge of personnel practices, organizational structure, supervision, and system processes.
 5. Ability to assist in the development of short and long-term planning tools. Ability to work within budgetary limitations and assist in the development and implementation of policy.
 6. Ability to supervise, direct, and evaluate assigned personnel.
 7. Ability to communicate in an articulate and clear manner both orally and in writing.
 8. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
 9. Ability to provide assistance to employees for day to day technology related issues.
 10. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
 11. Must provide proof of liability insurance on personal vehicles.

CONTACT: Jana McVetta, Director of Human Resources and Community Engagement
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED: January 29, 2026

**FINAL DATE FOR
ACCEPTING APPLICATIONS:** Until Filled

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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