

Position Summary

The Housing Administrator is responsible for the operations, management, and maintenance of Lokahi Pacific's housing projects.

Responsibilities:

- Serve as administrator for Lokahi Pacific's housing projects. Responsible in supervising and providing oversight in for recruiting tenants for housing projects; maintaining a wait list; processing tenant applications; collection of all rents; maintain, follow-up, update and re-certify as necessary all tenant files; process all necessary requests for rental increases with regard to each respective project; and enforce project House Rules.
- Responsible in supervising the day to day operations of Lokahi's various housing projects including but not limited to maintenance, upkeep, dealing with tenant issues and being able to perform other housing duties as designated by the Executive Director.
- Serve as liaison between Lokahi Pacific and HUD. Responsible for incorporating and processing all of HUD Section 8 Rental Assistance rules, regulations, forms and documents as it relates to the respective projects.
- Responsible in assisting accountant in the preparation and review of annual budgets for all projects and oversee its submittal to HUD in a timely manner
- Assist as necessary in the daily operations of housing management i.e. tenant concerns, emergency repairs, housing fumigation/inspections, interviews with prospective tenants and other crisis situations that may arise.
- Assist Accounting Department in all areas of Housing Management i.e. budgeting, tenant rent payments, tenant collection actions, rental increases, draw down from reserves.
- Maintain access to the HUD Enterprize Income Verification. Keep updated to changes in policy and requirements.
- Learn and understand (IPM Software) HUD Program Software. Keep updated to changes in HUD Regulations that will impact the HUD Program Software. Authorize Housing Assistance Payments
- Oversee all County, State and Federal site/program audits.

Experience:

- Minimum of three (3) years of experience in housing management.
- Demonstrated knowledge of Federal and State housing programs.
- Demonstrated knowledge of State and Federal Housing laws, Housing guidelines, rules and practices for permanent supportive housing.
- Skills in establishing and maintaining harmonious working relations with those contacts in the course of work.
- Strong skills with computer programs such as Microsoft OS system, Microsoft Word and Excel.
- A working knowledge of the HUD Enterprize Income Verification system (being a certified user a plus)

Full-time position, salary negotiable based on experience and qualifications.

Employment of Lokahi Pacific is on an "at will" basis.

Lokahi Pacific is an Equal Opportunity Lender, Housing Provider and Employer.

Benefits:

21 days annual vacation leave, 14 days holiday and birthday leave, and 21 days annual sick leave

Health insurance with Kaiser or HMSA and dental insurance thru HDS

Lokahi Pacific Mission

Our mission is to improve the quality of life, both economically and socially, of residents of the County of Maui and other rural Hawaii communities. With goal-oriented vision and broad collaboration, Lokahi Pacific develops sensible and successful projects that enrich the economic climate of the county, increase the inventory of affordable and special needs rental housing and ensures that residents participate in that enrichment and share in its benefits.

Lokahi Pacific is guided by a volunteer board of directors and administered by an Executive Director and support staff. With decades of service to Maui County's communities, Lokahi Pacific has developed effective management systems and boasts a successful track record of administering public and private funds.

Lokahi Pacific is an independent, private non-profit housing and community development organization chartered under the laws of the State of Hawaii and incorporated in 1971.

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