CHESTER HOUSING AUTHORITY
Job Announcement

IN HOUSE POSTING

Classification: Housing Compliance Manager-Public Housing
Starting Salary: $48,929
Posting Date: 07/01/2019
Closing Date: Until Filled

SUMMARY
Under the supervision of the Director of Operations, this team member is responsible for the compliance operations at the Authority’s low-income housing and tax credit sites. Ensures strict compliance with all rules and regulations set forth by Chester Housing Authority, HUD (Housing and Urban Development) and PHFA (Pennsylvania Housing Finance Agency) and other state, local regulatory bodies.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Disseminates information to property management personnel both on-site and in central office and maintains master regulatory binders/files/library onsite. Updates company compliance forms, as needed. Completes monthly audit reviews of resident files. Reviews and approves all new applicant files before admission to determine compliance with gross rent, utility allowances, income limitations and all other regulatory requirements and other program requirements. Ensures that the tenant selection process abides by the guidelines and regulations governing such project.

In conjunction with Director of Operations assists in providing staff training on compliance issues, recertifications, preparing Affirmative Fair Housing Marketing Plans, Management Certifications, Rent Schedules, Tenant Selection Plans and other required documentation.

Oversees and/or completes successful monthly submission of form 50058’s to the PIC database. Attends monthly Property Operations meetings to review and report on compliance issues. Prepares periodic compliance reports for distribution to the Boards of Directors and senior staff. Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records in compliance with regulatory requirements.
SUPERVISORY RESPONSIBILITIES
Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Graduation from a four (4) year college or university with coursework in Public/Business Administration or related field. Minimum of four (4) year’s experience in public housing, occupancy or assisted housing management. Must have supervisory experience. Any equivalent combination of education, training and experience which provides the required knowledge and abilities may be considered sufficient.

LANGUAGE SKILLS
Ability to comprehend Housing and Urban Development regulations, Pennsylvania Housing Tax Credit policy, ACOP and other agency regulatory manuals and agreements. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from supervisor, managers, and the general public.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Able to analyze and review financial data. Highly accurate in mathematical computations.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to effective problem solve relationships with staff and agencies. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
PHM certification or attainment within six months of hire. Current tax credit certification or attainment within six months of hire. Must have reliable automobile transportation and a valid Pennsylvania Driver’s License and insurance.
OTHER SKILLS, ABILITIES AND QUALIFICATIONS
Knowledge of HUD and PHFA regulations. Knowledge of regulatory agreements and ability to interpret same. Working knowledge of applicable local and federal housing laws. Strong analytical, oral and written communication skills. Proven ability to conduct research, coordinate multiple projects, solve problems, prepare/update supporting documentation and maintain records. Effective interpersonal skills and ability to represent the company to government, financial institutions and other outside agency representatives. Demonstrated ability to work independently and as part of a team, to exercise tact and diplomacy and maintain confidentiality. Ability to work under pressure and successfully meet deadlines. Excellent decision-making, interpersonal and time management skills. Computer literate. Proficient in Word and Excel. Experience using property management software (preferably YARDI, Emphasis or Ten Mast). Must be able and willing to travel to all company locations to carry out duties and responsibilities associated with compliance and occupancy issues. Ability to handle shifting and multiple priorities in a fast paced, growth environment. Experience working with diverse groups, i.e. staff, residents, outside contacts.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to sit and concentrate for extended periods of time.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

CHESTER HOUSING AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER

A DRUG FREE WORKPLACE