



## **Executive Office**

4500 Inkster Road, Inkster, Michigan 48141-3068 ~ (313) 561-2892

Fax: (313) 561-2893

## **Internal / External Job Posting**

<b>DATE:</b>	<b>03/03/2020</b>
<b>JOB TITLE:</b>	<b>Compliance Director</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>CURRENT WORK SCHEDULE:</b>	<b>Monday – Friday, 8:30AM – 5:00PM</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>PAY RATE:</b>	<b>\$55,000 - \$60,000 annually DOQ</b>

### **GENERAL DESCRIPTION**

An employee in this class is responsible for analyzing and monitoring established and proposed programs, systems and documentation to ensure compliance with applicable federal and state regulations and requirements, to include Department of Housing and Urban Development (HUD) regulations. This is a highly technical and deadline driven position. The employee's primary duty includes the exercise of discretion and independent judgement with respect to matters of significance. (Refer to job description for complete list of essential functions).

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience**

Bachelor's Degree in Public Administration, Management, Business Administration or related field and a minimum of five (5) years of experience in program compliance is required. An equivalent combination of education and experience may be considered.

Experience with property management or housing agency serving low-income and/or special needs populations.

Certifications in HCV or Public Housing Rent Calculation and Public Housing Management required. The following additional certifications are desired, however not required: HCV Executive Management, HCV Financial Management, HCV Housing Quality Standards, Blended Occupancy Management, Capital Fund Program, Procurement & Section 3, Public Housing Management, Public Housing Occupancy, and Public Housing Specialist. IREM CPM ® ("Certified Property Manager") preferred.

#### **Knowledge, Skills and Abilities (refer to job description for complete listing of KSA)**

To perform this job successfully, the employee must have a strong knowledge of property management practices, concepts and terminology; HUD regulations and practices related to Public and HCV Housing.

Must have strong computer skills (e.g. MS Word, Excel, PowerPoint and Outlook). Must have ability to learn other computer software as required by assigned tasks.

#### **Other Requirements (refer to job description for complete listing of Other Requirements)**

Although marijuana has been legalized under Michigan law, it is a Schedule I controlled substance and is illegal under federal law. As a federally funded agency IHC's employees are NOT permitted to use or possess any form of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with IHC. Any applicant for employment who advises IHC that s/he uses any form of marijuana will be ineligible for employment with IHC. IHC is unable to grant a request for a reasonable accommodation to use marijuana under any circumstance.

### **HOW TO APPLY: APPLICATION DEADLINE: March 10, 2020**

Either apply on [www.indeed](http://www.indeed) or submit letter of interest with "COMPLIANCE DIRECTOR" in subject line and resume prior to deadline to:

Name: Catherine Broadbent, Executive Assistant/HR Generalist  
Address: IHC Administration Building, 4500 Inkster Rd. – Inkster, MI 48141  
Email address: [broadbentc@inksterhousing.org](mailto:broadbentc@inksterhousing.org)

## Inkster (MI) Housing Commission Job Description

Title:	Director of Compliance
Classification:	Salaried
FLSA:	Exempt
General Description:	An employee in this class is responsible for analyzing and monitoring established and proposed programs, systems and documentation to ensure compliance with applicable federal and state regulations and requirements, to include Department of Housing and Urban Development (HUD) regulations. This is a highly technical and deadline driven position. The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.
Reports to:	Executive Director
Supervises:	Supervision is exercised over other employees as assigned.

### **Essential Functions:**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Oversee the Section 9 program of the U.S. Housing Act of 1937, as amended. In addition to the 24 CFR Part 5, 8, 35, 902, 903, 905, 945, 960, 964, 965, 966, 983, 985, and 990 of Handbook 74651.1, Rev-2.
- Oversee the Section 8 program in accordance with 24 CFR Part 982 – Section 8 Tenant-Based Assistance: Housing Choice Voucher Program.
- Oversee the Public Housing Commission procurements in accordance with HUD Handbook 7460.8 REV 2, as amended.
- Ensures that all programs adhere to the Annual Contributions Contract (“ACC”).
- Applies the HUD, Fair Housing, and IHC guidelines, regulations, policies and procedures for the purpose of conducting quality control reviews of re-certifications, database management, overall program compliance and resident file maintenance.
- Generates audits. Provides technical assistance to staff and generates reports on an as needed basis.

- Performs necessary resident file audits and generates accurate and thorough audit summary reports. Investigates all issues within the database and contacting the database administrator to troubleshoot and complete any corrections.
- Ensures all applicable housing program regulated forms are in the hard and electronic files and properly completed. Preserves and respects resident/client confidentiality. Ensures that tenant files are being assembled per IHC Policy.
- Reviews the tenant purge file process.
- Keeps current on all updates, requirements and changes to Housing Choice Voucher (“HCV”) Program, HCV Project Based Voucher (“PBV”), Rental Assistance Demonstration (“RAD”), federal regulations and guidelines governing Secured Systems, EIV system, Fair Housing, , and LIHTC. (This is for the Multifamily Program) HUD Housing PIH Notices, HUD memos, HUD Listserv announcements, and IRS 8823 Audit Technique Guide.
- Audits files for Public Housing, Housing Choice Voucher, Project Based Vouchers, and RAD compliance. Assists with annual audits and corrections.
- Tracks file errors and develops needed training. Develops training material and works with Departments to schedule such training.
- Maintains full Enterprise Income Verification (EIV) compliance and monitors the compliance with EIV requirements of all staff.
- Assists with the completion of third-party reviews and assists with the Audit.
- Develops and maintains a broad knowledge of public and affordable housing operations to provide support when needed.
- Assists and provides feedback in implementing new HUD policies and IHC procedures.
- Provides guidance and/or feedback regarding new computer processes and systems; develops and provides training on new or changing computer procedures.
- Ensures accuracy of VMS reporting
- Exercises Quality Control over procurement actions
- Exercises Quality Control over Operating Subsidy calculations and expenditures
- Exercises Quality Control over Capital Fund Program (“CFP”) five year plan, procurement and Program expenditures.
- Attends a variety of meetings; disseminates information as appropriate.
- Must be able to meet deadlines.
- Regular and reliable on-site attendance and punctuality.

- Performs other duties as assigned.

### **Required Knowledge, Skills and Abilities:**

Proficient knowledge of HUD regulations applicable to public housing authorities, housing and community development organizations, and related programs, including but not limited to: Low Income Public Housing and Tax Credit (LIPHTC), Housing Choice Voucher Homeownership and Choice Neighborhoods (and successor) programs.

Proficient knowledge of the principles, practices, methods, and procedures of organizational management.

Proficient knowledge of local, state, and federal laws and regulations governing housing and other business operations

Proficient knowledge of HUD reporting requirements, data systems, and electronic information.

Good knowledge of the principles, practices, and methods of research.

Skill in the use of personal computers and work related software for the production of reports, spreadsheets, presentations, forms, and other documents

Ability to develop strategic plans for compliance operation requirements.

Ability to read, comprehend, analyze, and validate complex data, to assess data integrity, and to evaluate compliance with established rules, guidelines, and requirements.

Ability to plan, schedule, and manage contractual obligations and relationships.

Ability to interpret relevant state, federal, local and special program laws and regulations related to compliance, accountability and delivery.

Ability to assess and prioritize multiple tasks and projects with efficiency and accuracy.

Ability to attend to detail and ensure accuracy in review of program documentation

Ability to communicate effectively and persuasively, both orally and in writing.

Ability to operate computers, computer equipment, and work related software.

Ability to maintain professional competence in business process principles and techniques.

Ability to communicate complex concepts in simple form to cross-functional departments or teams.

Ability to provide technical assistance and support for complex projects, problems, and strategies.

Ability to safely operate a motor vehicle and maintain insurance eligibility requirements of the employing agency.

Ability to establish and maintain effective working relationships with employees, public officials, contractors, and other professionals.

### **Qualifications, Knowledge and Skills:**

Bachelor's Degree in Public Administration, Management, Business Administration or related field and a minimum of five (5) years of experience in program compliance required. An equivalent combination of education and experience may be considered.

Experience with property management or housing agency serving low-income and/or special needs populations.

Certifications in HCV or Public Housing Rent Calculation, and Public Housing Management required.

The additional certifications are desired however not required: HCV Executive Management, HCV Financial Management, HCV Housing Quality Standards, Blended Occupancy Management, Capital Fund Program, Procurement & Section 3, Public Housing Management, Public Housing Occupancy, and Public Housing Specialist.

IREM CPM® ("Certified Property Manager") certification preferred.

To perform this job successfully, the employee must have a strong knowledge of property management practices, concepts and terminology; HUD regulations and practices related to Public and HCV Housing.

Must have strong computer skills (e.g. MS Word, Excel, PowerPoint and Outlook).

Must have ability to learn other computer software as required by assigned tasks.

### **Materials and Equipment Used:**

Personal Computer, Printer, Copier/Scanner, Calculator, General Office Equipment and Supplies, Cell phone

Experience with Emphasys Elite software preferred.

### **Work Environment and 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. Reasonable accommodations could be made to enable individuals with disabilities to perform the essential functions.

- Work is principally sedentary, but may involve some physical exertion, such as lifting to obtain files, records, and eye strain from working with computers and other office equipment.
- Must be able to simultaneously sit and/or stand for up to eight hours at a time while performing work duties.
- Must be able to travel to Inkster Housing Commission residential sites.
- Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
- Must be able to meet deadlines.
- Must be able to effectively delegate tasks.

- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress due to deadlines and/or interactions with IHC stakeholders.

**Other Requirements:**

Must acknowledge and agree to maintain a drug-free workplace as a condition of employment with Inkster Housing Commission.

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Applicant, current spouse or anyone living in applicant's household cannot be a Housing Choice Voucher (formerly known as Section 8) Landlord.

Any applicant who accepts employment with the Inkster Housing Commission and owes money to the Inkster Housing Commission, must resolve the debt prior to start date of employment.

**Additional Information:**

This is an at-will position, with no tenure vested. Continued employment is at the discretion of the hiring body of the Commission and based upon employee performance and compliance with IHC policies and procedure.

Inkster Housing Commission reserves the right to change or alter this job description based on regulation changes and/or the business needs of the Commission.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required in this position. It is not intended to limit or in any way modify the right of any Supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty.

**Read and Acknowledged**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Approval of Appointing Authority Signature

\_\_\_\_\_  
Date