

WACO HOUSING AUTHORITY & AFFILIATES

POSITION DESCRIPTION

TITLE: Program Coordinator/Compliance Specialist

EXEMPT

SUPERVISOR: Director of Housing Management

Duties and Responsibilities

Under supervision, at direction of the Director of Housing Management, will perform a variety of tasks relating to operational compliance strategies relating to property management and administrative activities of the Waco Housing Authority. Must manage and analyze a large volume of detailed information while maintaining the broader perspective of continued improvement of business processes and systems. Will work collaboratively and cross-functionally within the management team to uphold program integrity and advance the mission of the Authority.

Ensure compliance with regulations, rules, policies, and procedures that govern the Housing Authority's administration of housing programs and properties, which include HUD Public Housing, HUD Rental Assistance Demonstration, HUD Section 8 Housing Choice Voucher – Tenant and Project Based, Low Income Housing Tax Credits, and other programs.

Operationalize regulatory requirements, federal, state, and local guidance, and program updates in forms, policies.

Work with IT department to ensure Software up to date with required regulations and forms.

Ensures Agency's Public Housing and Continued Occupancy Policy and Section 8 Administrative Plan are in compliance with federal regulations.

Audit and enforce all program regulatory documentation, including maximum income limits, flat rents, targeted leasing requirements, utility allowance schedules, property rent schedules, tenant selection plans, tenant file components, and Affirmative Fair Housing Marketing Plans

Internally audit and certify continuing compliance of tenant files for Public Housing, RAD Units and Non-RAD units; provide weekly report to Director Housing Management with compliance and non-compliant files.

Recommend training identified based on audit to VP of Operations and Director of Housing Management

Screens resident and applicant files for accuracy and compliance with PBV and HCV regulations.

Assist Director of Housing Management with training updates for all programs.

Serve as Fair Housing Coordinator; evaluate client request for reasonable accommodations; make recommendations of reasonable accommodations to housing management.

Compiles statistical data, prepares reports relating to the Public Housing, HCV, PBV and Affordable Housing programs and inputs information into the computer.

Attend Meetings as needed or as requested to further the mission of the Authority Reports program/policy violations, abuses and fraud to Director of Housing Management.

The above list is identified as “General Duties” for this position and is not intended to include all task. Other duties may be assigned.

Qualifications and Knowledge

Two-year degree in Business Administration from an accredited college or university. Two years of general clerical experience or a combination of education and experience. Preferred certifications Housing Choice Voucher, Tax Credit Compliance.

Knowledge of HUD regulations and Authority policies procedures and practices pertaining to Housing Choice Voucher Program, PBV, LITHC, Affordable Housing, Public Housing programs.

Knowledge of general office practices and procedures, business English arithmetic, office practices and procedures and bookkeeping principles, practices, and techniques.

Skill in operating general office machines and computers.

Considerable knowledge of Microsoft Office (Word, Excel)

Ability to establish and maintain effective working relationships with other employees, residents, owners, managers, and social service agencies.

Ability to communicate clearly both orally and in writing particularly with people from varied socioeconomic backgrounds.

The duties for this position are dynamic and dependent upon ever changing rules and regulations.

Bondability.

Valid Texas driver's license.

Eligibility for coverage under Authority fleet auto insurance.

Supervision Received and Given

The employee receives assignments and instructions from the Director of Housing Management or designated person, depending on the assignment may establish course of action, deadlines, and priorities. The employee initiates routine activities without supervisory direction. Problems or situations not covered by instructions are normally referred to the supervisor for resolution. The employee's work is reviewed for accuracy, completion, and compliance with policies and procedures.

The employee has no supervisory responsibilities. However, this employee may be delegated the authority to supervise the department in the absence of the Director of Housing Management.

Guidelines

The employee performs routine duties by following established HUD and Authority policies and procedures. These guidelines cover most job-related situations, and the employee seldom is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee normally consults the supervisor. Guidelines are generally specific and clear.

Complexity

The employee performs a variety of related, routine and generally repetitive tasks. The course of actions is determined by the supervisor and by established procedures. The employee may coordinate, integrate, and/or prioritize tasks.

Scope and Effect

The employee's work affects applicants, resident families, owners, managers, agents, social service agencies and other Authority personnel. The employee's efforts enhance the Authority's continuing efforts to provide adequate leased housing to low-income families on a timely basis and at reasonable rates.

Personal Contacts

Personal contacts are with all the above persons and groups. The purpose of such contacts are to obtain and provide information and verify, document and record information submitted by applicants, residents, and other Authority activities.

Physical Demands

Work is principally sedentary, but may involve some physical exertion, such as kneeling and crouching to obtain files, eyestrain from working with computers and other office equipment.

Work Environment

Work involves the normal risks or discomforts associated with an office environment but is usually in an area that is adequately heated, lighted and ventilated.