

Oklahoma Housing Finance Agency Job Description

Job Title: Housing Development Team Compliance Specialist
Team: Housing Development Team
Reports To: HDT Compliance Supervisor
Salary Grade: 11
Prepared By: HDT Compliance Supervisor
Prepared Date: 1/25/00; Revised 7/2/02; Revised 10/13/06; Revised 4/6/18; Revised 12/10/18
Approved By: Housing Development Director
Approved Date: 3/2/00; Revised 2/10/04; Revised 10/13/06; Revised 4/6/18; Revised 12-10-18;
11/25/2019

SUMMARY

Ensures compliance with local, state, and federal regulations for the Housing Development program(s) as assigned by performing the following duties. Housing Development programs include but are not limited to the HOME Investment Partnerships Program (HOME); the National Housing Trust Fund (HTF); the Oklahoma Housing Trust Fund (OHTF); Housing Opportunities for Persons with Aids (HOPWA); the Affordable Housing Tax Credit Program (AHTC); the State of Oklahoma Affordable Housing Tax Credit (OAHTC); the FDIC Program and any additional Affordable Housing Program OHFA has been tasked with monitoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Program Knowledge:

Responsible for attending various training courses, seminars, certification classes and other opportunities to increase knowledge of the technical and practical aspects of the programs assigned.

Program Duties:

Perform file and unit inspections/reviews for assigned Housing Development Programs to ensure compliance by participants with all program rules and regulations.

Clearly and adequately notify participants/owners of inspection/review findings and provide instructions on appropriate corrective actions when non-compliance issues are identified.

Follow up in a timely manner with program participants/owners who have compliance issues to correct and complete requirements for compliance and close out files.

Report any non-compliance issues to the required federal and/or state authority and any other reporting as required.

Notify appropriate HDT Staff of compliance issues and progress toward close out.

Program Training:

Develop and provide training and guidance to participants on technical issues, regulations, rules, procedures and general program guidelines by conducting general training sessions. Disseminate appropriate updates and other technical information or data as required. It may be necessary to occasionally schedule a technical assistance session with Owners/ Management/Awardees.

Housing Development Team Compliance Specialist

Page 2

Program Responsibilities:

Maintain appropriate databases for all assigned programs.

Develop and maintain manuals for participant guidance and internal procedures. Develop and implement annual work plan.

Research legal, technical or policy issues. Assist in updating program rules, internal guidelines, and policy guidance to comply with all federal or state regulations.

Assist in the preparation of materials for Agency board meetings and participate when required.

Assist in reviewing and preparing reports for all assigned programs.

Provide support in billing and collecting fees and other revenues for the programs.

Address all health, safety and tenant issues and follows up, when necessary with owners to ensure appropriate action has been taken.

Responsible for doing whatever needs to be done to enhance the overall operations of the Agency on a day to day basis.

Responsible for delivering exceptional customer service to all external and internal customers by being polite and helpful at all times.

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

Bachelor's degree from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Housing Development Team Compliance Specialist

Page 3

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS, KNOWLEDGE AND ABILITIES

Knowledge of the local, state, and federal regulations governing housing programs. Knowledge of modern office equipment, including copiers, personal computers, calculators, facsimile machines, etc. along with knowledge of the use of computer terminals, personal computers, Microsoft programs. Ability to establish and maintain effective working relationships with co-workers, consultants, HUD, local, state and federal officials and the public.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license

Must be bondable

Program specific certification must be obtained, by passing any applicable exam, within one year of employment.

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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to drive, stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Travel will be required approximately 2-3 days a week, with occasional overnight stays.

CHARACTER QUALITIES:

Flexibility

Dependability

Diligence

Decisiveness

Thoroughness

Availability

Initiative