

## **JOB TITLE: Compliance Officer for Leased Housing Programs**

**UNIT:** Exempt

**GRADE:** 14

**SALARY RANGE:** \$84,499.57 - \$106,740.79

**APPLICATION PROCEDURE:** Please email your resume and cover letter (as an attachment, *no shared links*) detailing your qualifications to [jobs@bostonhousing.org](mailto:jobs@bostonhousing.org).

**ABOUT US:** Boston Housing Authority (BHA) provides quality affordable housing for low-income families and individuals through the public housing and Section 8 rental assistance programs. BHA serves more than 58,000 of Boston's most vulnerable residents – including elderly, disabled, children and low-income families from a broad range of backgrounds and experiences. We foster vital communities that are essential to the city of Boston's economic diversity and way of life. As the largest housing provider in Boston, we bring stability, opportunity, and peace of mind not only to the thousands of low-income families we support, but also to the city as a whole.

**ABOUT THE JOB:** The Housing Choice Voucher Compliance Officer reports directly to the Leased Housing Attorney and/or Chief Officer of Leased Housing Programs and/or their designee. The Compliance Officer is responsible for oversight and management of all project based contractual matters for the Leased Housing Department including procurement, renewals, and rent increases for project based properties. The Compliance Officer also assists to ensure regulatory and policy compliance in the Leased Housing Department through the establishment and implementation of procedures, regular reporting protocols, and trainings.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- In close partnership with the Leased Housing Attorney, oversee the procurement, review and administration of any and all new project based contract solicitations and ensure compliance with all federal, state and local procurement requirements.
- Provide high-level guidance to all relevant parties, internal and external, with respect to project based housing procurement and eligibility requirements, including but not limited to, subsidy layering reviews, environmental reviews, appraisals, marketing plans, and accessibility requirements.
- Work closely with private developers and public officials on various compliance issues related to the conversion of public housing to project based vouchers through the United States Department of Housing and Urban Development Rental Assistance Demonstration and other available conversion methods.
- Assist in the preparation and drafting of all project based Housing Assistance Payments contracts, and renewal contracts and provide technical assistance to the Chief of Leased Housing to ensure the timely compliance with contract renewal requirements and admission standards as proscribed by federal housing law.
- At the direction of the Chief Officer of Leased Housing draft department-wide procedures, policies, and training materials on issues related to the Housing Choice Voucher Program.
- Provide guidance and suggested revisions to update the Leased Housing Division Administrative Plan to properly reflect procedural and regulatory changes to federal and state rental assistance programs.
- Review and interpret new and existing regulations and provide guidance to program Directors and managers as needed.
- Prepare relevant materials for implementation of regulations and statutory changes including drafting training manuals, policies, procedures, manuals, and forms.
- Responsible for reviewing the existing Leased Housing Department knowledge base, including FAQs and program advisories.
- When applicable assist in preparing applications in response to Notices of Funding Availability published by HUD in the Federal Register or promulgated by other agencies impacting those areas referenced above and pursuing areas generally affecting the same and oversee program implementation upon receipt of funding.

- Prepare written information concerning all aspects of Leased Housing programs to various government, community and social service agencies.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

An advanced degree in law, business, economics, real estate, public administration or a related field is preferred. See a candidate with at least (4) years of progressively responsible experience which demonstrates ability as a manager of operational activities which include developing and implementing policies and procedures, experience in low income housing programs, review and evaluation of operations to obtain maximum effectiveness and efficiency, program planning, program budgeting, directing programs that provides staff advice and assistance to staff; giving technical advice and direction to management, experience in training employees and making oral presentations. Must be able to analyze and interpret contract terms. Previous experience with the Section Eight program, the Code of Federal Regulations, the Code of Massachusetts Regulations and the Low Income Housing Tax Credit program, Massachusetts State Sanitary Code, and Massachusetts landlord and tenant law are preferred. The successful candidate for this position shall also possess excellent verbal and written communication skills, as well as negotiation, problem solving, public speaking, organizational and quantitative skills.

**BHA BENEFITS:** BHA's generous benefits package includes 14 paid Holidays, 3 Personal Days, 2 week of vacation, 3 weeks of paid sick leave, MBTA discount, participation in the City's pension plan, and healthcare through the Commonwealth, and much more.