



Housing Authority of the City of Reno

Announces an Open Competitive Recruitment for ***COMPLIANCE SPECIALIST***

THE POSITION

Working independently with general guidance this position is responsible for regulatory compliance of all RHA public and assisted housing units. Regulatory programs managed include but are not limited to; Low Income Housing Tax Credit (LIHTC), Project Based Vouchers (PBV), Housing Choice Vouchers (HCV), and Multi-Layered funding programs. Provides consulting and training for internal clients as well as external clients and other partner agencies.

THE JOB DESCRIPTION IS ATTACHED TO THIS ANNOUNCEMENT

WHAT WE DO

The RHA helps ensure nearly 9,000 people in the Truckee Meadows have a safe, secure place to call home. We are the largest provider of affordable housing in Washoe County, proudly assisting families and individuals in our community.

WHY APPLY?

The RHA is committed to developing a team that embraces our mission and core values throughout our local community. To offer superior service to our clients, we invest substantially in professional growth and development and are focused on exemplifying our underlying values of integrity, trust, leadership, progress and customer service. We offer **competitive salaries** based on skills and experience, an **exceptional benefits** package, a robust defined benefit retirement plan, and ample **opportunities for growth**. Our benefits package includes:

- ◆ **100% employer paid** health, dental, vision & life insurance
- ◆ Flexible Spending plan.
- ◆ **Excellent vacation & sick leave** accrual program
- ◆ Thirteen (13) paid Holidays
- ◆ **100% employer paid** retirement contribution for the Public Employees Retirement System (PERS)
- ◆ **Paid Parental Leave**
- ◆ 457(b) retirement savings program
- ◆ **Employer paid** life insurance and AD&D
- ◆ Positive, friendly work environment focused on providing work/life balance

SALARY PAY RANGE

- ⇒ Starting annual salary \$57,012.80
- ⇒ Merit increases to \$84,260.80

CONDITIONS OF EMPLOYMENT

This is a full-time, exempt position. The RHA is committed to ensuring a safe, productive and positive work environment through a Drug and Alcohol-Free Workplace. Selected candidates will need to complete a pre-employment drug screen and background checks including a criminal history check and credit check.

TO BE CONSIDERED

If interested and meet the minimum qualifications for this position you are encouraged to obtain an application at www.renoha.org. If reasonable accommodation is required, please contact the RHA Human Resource Director at HR@renoha.org

Please submit a complete application on or before the close date to HR@renoha.org. While you may include a resume, the RHA cannot accept resumes in lieu of a completed application.

EQUAL OPPORTUNITY EMPLOYER

The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

CLOSE DATE: Open until filled

This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.



Compliance Specialist

DEPARTMENT: Asset Management
 REPORTS TO: Director of Asset Management
 Exempt/Grade: Exempt / Grade 10

SUMMARY

Under general direction, the Compliance Specialist is responsible for all aspects of regulatory compliance for RHA public and assisted housing units including reporting, policy and procedures, audits, and file reviews. Regulatory programs managed by the Compliance Specialist include but are not limited to; Low Income Housing Tax Credit (LIHTC), Project Based Vouchers (PBV), Housing Choice Vouchers (HCV), and Multi-Layered funding programs. Primary responsibility is to keep tenants and RHA projects in compliance with HUD, Tax Credit, and investing agencies. Provides consulting services for internal clients as well as external clients and other partner agencies. Primary provider of compliance and property management training for RHA employees and Department Directors.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES

- Monitor and perform quality control audits on tenant files and properties to ensure RHA compliance with HUD, Tax Credit, and investing agencies.
- Coordinate and complete tasks associated with community operations, including preparing lease agreements, processing payments, reconciling accounts, maintaining files, preparing reports, and other clerical tasks assigned. Ensure all leases, attachments and forms are compliant with Federal, State and Local landlord tenant laws, and with HUD requirements.
- Review and approve certifications and new move-ins for all LIHTC, LIHTF, and Home units along with ensuring all internal and state required systems are updated timely and accurately.
- Review and audit move-out files for proper procedures and timely security deposit reimbursement to tenant.
- Trains and conducts Quality Control audits of the files processed by new staff in the Asset Management department with particular attention to income limits, rent calculation and compliance with HUD, LIHTC and LIHTF programs.
- Conducts Quality Control audits of a random cross-section of files processed across the agency and completed work orders including vacancy turns and NSPIRE inspections to ensure performance criteria are to agency standards.
- Tracks and reports the results of the Quality Control audits, provides data and recommended changes to department Administrators and Directors.
- Conducts NSPIRE Inspections.
- Facilitates pre and post audit meetings with on-site staff and supervisors.
- Creates and maintains written procedures related to training and processing within the Asset Management Department.

- Gathers information, prepares reports, and maintains tracking spreadsheets to ensure compliance with HUD Regulations, Housing Authority policies and requirements of the State of Nevada Low-Income Housing Tax Credit program.
- Monitor federal and state laws governing regulatory developments related to affordable housing and incorporate changes into policy and procedure.
- Coordinates ongoing staff training with the Asset Management Administrator and Lead Maintenance.
- May perform work in various locations, as needed and assigned, including attending trainings, Resident Council meetings and events.
- May serve as “back-up” to other positions in the Asset Management Department.
- Assists with work in other programs/departments as instructed.
- Performs other related tasks and duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Three (3) years of experience in affordable housing property management and regulatory compliance in two or more programs such as LIHTC, HUD programs (Project Based Section 8, Housing Choice Voucher) HOME Funds, Low Income Housing Trust Funds and Bonds. Prefer experience with rent, income, and utility allowance adjustments and updates.
- Certified as a TCS (Tax Credit Specialist), SCS (Site Compliance Specialist), or SHCM (Specialist in Housing Credit Management) is preferred.
- Ability to obtain and maintain certifications in HCV and PH Rent Calculation, Tax Credit Compliance, BOS (Blended Occupancy Specialist), and NSPIRE (National Standards for the Physical Inspection of Real Estate).
- An equivalent combination of education and experience which demonstrates possession of the

knowledge, skills, and abilities necessary to perform the work may be considered.

WORK ENVIRONMENT & PHYSICAL DEMANDS

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of functions, basic organization and procedural constraints related to the operation.
- Knowledge of regulatory compliance in programs such as LIHTC, HUD, Home, LIHTF, or Housing Choice Voucher and PBV.
- Knowledge of the Nevada Housing Division Compliance Online System (COL).
- Knowledge of HUD and Authority low-income housing programs and regulations.
- Knowledge of office administrative procedures, systems, and equipment.
- Ability to review, comprehend and apply affordable housing and federal Fair Housing Guidelines.
- Ability to obtain and maintain certifications in HCV and PH Rent Calculation, Tax Credit Compliance, BOS (Blended Occupancy Specialist), and NSPIRE (National Standards for the Physical Inspection of Real Estate).
- Ability to communicate tactfully and effectively in both written and verbal form.
- Ability to handle confidential information with discretion and independent judgement, and in compliance with regulations, laws and policies.
- Ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ability to conduct inspections of community grounds and housing units.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.
- Ability to operate office equipment such as copiers, personal computers, facsimile machines, printers, and other equipment.
- Ability to use various computer systems and programs accurately and efficiently.
- Ability to maintain effective, professional working relationships with staff, co-workers, clients, other agencies, and the public.
- Ability to attend meetings outside working hours, and to travel to different sites and locations as required to perform job requirements.
- Ability to drive a vehicle to different RHA properties and locations, requiring a valid Nevada Driver's License in good standing.

- Mobility, balance, coordination, vision, hearing, and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work indoors in an office setting, regularly operate standard office equipment including computers, printers, telephones, and copiers.
- Stamina to sit for extended periods of time; vision to read printed materials; hearing and speech to communicate in person or over the telephone.
- Frequent sitting, standing, walking, reaching, handling, and repetitive fine motor activities with occasional pushing, pulling, bending, stooping, kneeling, and crouching.
- Occasionally lift, carry, push, and pull materials and objects up to 25 pounds.
- Ability to travel to different sites and locations as required to perform job requirements.
- Exposure to traffic conditions and external environment when traveling from one location to another.

ADDITIONAL REQUIREMENTS

- A Valid Nevada Driver's License at time of appointment with an acceptable driving record throughout employment is required.
- Obtain and maintain certifications, licensure or credentials that relate to the position as directed by the Authority.
- Provide a copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of offer.