COMPLIANCE SPECIALIST

POSITION DESCRIPTION

REPORTS TO: Director of Property Management

SUMMARY OF POSITION DESCRIPTION

The Compliance Specialist is responsible for all initial, annual re-certifications of LIHTC requirements and that of the Public Housing portfolio. Responsibilities include day to day compliance of Lease Agreement with tenants.

PRINCIPLE RESPONSIBILITIES

1. Developing resident relationships and delivering quality customer service to maintain resident retention.
2. Maintain recertification schedules in the Yardi database on monthly basis.
3. Send out all proper tenant notifications within the specified timeframes of each program.
4. Prepare all tenant delinquent notifications and file for eviction as needed.
5. Meet with Marketing & Leasing Specialist on a monthly basis to review all tenant matters.
6. Complete semi-annual inspections with Maintenance Manager.
7. Deliver and post resident notices as needed.
8. Staff Open Houses with Leasing & Marketing Specialist as needed.
9. Review all applications and program required documents for approval of Lease signing.
10. Maintain property waiting lists.
11. Follow up with Maintenance Manager on tenant work order concerns.
12. Prepare monthly reports to Director of PM.
13. All other duties as assigned.

POSITION REQUIREMENTS

1. High School Degree.
2. Demonstrated capacity to render independent judgment, negotiate terms and conditions for services and materials.
3. Strong ability to work with diverse groups of stakeholders, including neighborhood residents, representatives of community-based organization, community leaders and public officials.
4. Proficiency in Microsoft Excel and Microsoft Word.
5. Strong interpersonal and writing skills; highly organized with attention to detail; demonstrated capacity to manage multiple projects and meet deadlines.
6. Valid driver’s license, automobile in good working condition and insurance.

PERFERRED SKILLS

1. Bilingual in Spanish
2. Experience with LIHTC, HDAP, HOME and HUD programs.
3. Knowledge with Yardi Enterprise property management software
4. Knowledge of HQS, DSS, and REAC inspection standards

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingeringing, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Significant amount of work schedule will include evening and weekend hours (up to 40 hours per week). Availability for extended hours during peak periods as needed. Exposure to inside and outside environmental conditions. Will be required to transport lease applicants to apartment locations.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.

EQUAL OPPORTUNITY

DSCDO is an Equal Opportunity Employer and is particularly committed to recruiting women and minorities.

COMPENSATION

• Salary commensurate with experience – $30,000 to $40,000 per year
• Healthcare coverage and disability insurance is provided
• Employer contribution to 403 (B) retirement plan
• Paid vacation and sick time prorated for the first year, then 2 weeks after first year plus one week between Christmas and New Year’s

SEND RESUMES TO:
Kimberly Royster
Director of Property Management
Detroit Shoreway Community Development Organization
6516 Detroit Avenue, Suite 9
Cleveland, Ohio 44102

FAX: (216) 961-4242
E-mail: jobs@dscdo.org