



JOB ANNOUNCEMENT

Job Title:	Housing Compliance Officer (Program Compliance Auditor II)
Hours of Work:	40 hours per week; Monday-Friday
Salary Range:	\$33,435 - \$56,964
Benefits:	Health insurance, retirement, paid annual and sick leave
Other:	Grade 19. <i>This position is not covered by the State Personnel Rules.</i>
Work location:	Arizona Department of Housing, Phoenix, Arizona

Position Summary & Responsibilities

Under the supervision of the Housing Compliance Administrator, this position will be one of several compliance officers who monitor state and federally assisted rental properties for compliance with various state and federal laws and regulations. Monitoring may also include visits to emergency shelters and housing utilized as transitional housing for homeless populations. Assisted properties include properties financed through Federal Low-Income Housing Tax Credits, private activity bonds, the HOME Program, State Housing Trust Funds, and other financing sources. This position requires extensive travel throughout the state to visit properties on-site. Inspections include conducting physical inspections of units for compliance with the Uniform Physical Condition Standards (UPCS), as well as a review of records to assure that units are rented to qualified low-income households. Besides traveling and conducting property reviews, the position is required to follow up all monitoring visits with written reports, participate in training opportunities, assist in the update of compliance materials, maintain organized, complete and accurate monitoring files and database information, and other duties as assigned.

Qualifications

Candidates must possess sufficient education or job related experience demonstrating an ability to provide the services noted above. Highest qualified candidates will have experience in or knowledge of requirements of rental housing subsidized through the Low-Income Housing Tax Credit Program, HOME, State Housing Trust Fund and other public subsidies, and/or have prior property management or monitoring experience, and hold a certificate of training in the Uniform Physical Condition Standards (UPCS) or Housing Quality Standards (HQS). Candidate must be detail oriented and organized and demonstrate an ability to communicate effectively both verbally and through written means. Must have the ability to interpret and explain State and Federal regulations and possess the ability to work amicably with other professionals in the role of providing this service for a State agency.

About the Agency

The Arizona Department of Housing (ADOH) is a cabinet level state housing agency that administers a myriad of state and federal funding sources that promote affordable housing and community development, including: Community Development Block Grant (CDBG), HOME Investment Partnership Program, State Housing Trust Fund, Low-Income Housing Tax Credit Program, Housing Opportunities for People with AIDS (HOPWA), Shelter Plus Care, the Supportive Housing Program, and the Arizona Public Housing Authority. Currently the agency is also administering significant federal economic recovery funds, including CDBG-RA, Tax Credit Exchange Program, Tax Credit Assistance Program, Homelessness Prevention and Rapid Re-Housing Program (HPRP), National Foreclosure Mortgage Counseling (NFMC) Program, Neighborhood Stabilization Program (NSP), and the Hardest Hit Fund. ADOH also oversees the activities of the Arizona Housing Finance Authority, the Arizona Housing Commission, and the Arizona Home Foreclosure Prevention Funding Corporation.

This position will remain open until filled

Interested candidates must submit a resume, list of references and letter of interest, including salary requirements to: Lori Moreno, HR Administrator, Arizona Department of Housing, 1110 West Washington Street, Suite 310, Phoenix, AZ 85007. NO PHONE CALLS. The State of Arizona is an EEO/AA Employer. Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act prohibit discrimination on the basis of disability in public programs. Individuals with disabilities who need a reasonable accommodation to participate in the hiring process or who require information in an alternative format must include this request in their letter of interest.