



## **JOB DESCRIPTION**

**POSITION:** Multifamily Compliance Supervisor  
**DEPT/DIV:** Asset Management & Compliance / Development

**Rhode Island Housing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

### **JOB SUMMARY**

This position is accountable for the cost-effective monitoring and management of the multifamily rental housing compliance department. The incumbent will ensure compliance with appropriate federal, state and Rhode Island Housing program guidelines and policies, through independent research, staff training and by developing positive, working relationships with the Internal Revenue Service (IRS), HUD, and other Federal and State agencies, as well as owners, agents and residents. Incumbent shall maintain a portfolio and perform file audits and physical inspections along with completing specialized and/or technical administrative and/or reporting functions as assigned.

### **PRINCIPAL ACCOUNTABILITIES**

1. Provides daily supervision, training and technical support to the Multifamily and HOME program Compliance staff to ensure compliance with Internal Revenue Service and HUD rules and regulations and internal policies/procedures.
2. Conducts monthly and annual physical property inspections and/or file reviews to ensure decent, safe and sanitary housing conditions; drafts appropriate inspection reports and correspondence to managing agents/owners; ensures that any deficiencies are corrected through prompt follow-up and file maintenance.
3. Provides technical assistance to management companies on maintenance/operational issues to assist in resolving tenant problems. He/she resolves complex operational and human resource problems as needed.
4. Works closely with the senior staff of the Development Division to implement policies to positively impact the Corporation's rental housing portfolio.
5. Coordinates with the Assistant Director of Design and Construction to ensure all new units being constructed or renovated are designed in a manner that promotes long term viability and compliance with Uniform Physical Condition Standards.
6. Partners with Rental Housing Training Coordinator to ensure that property owners and management are equipped with accurate and timely information regarding compliance with federal and state housing related regulations.
7. Serves as administrator of the Housing Development Software (HDS) and Web Tenant Compliance (WTC) software and monitors tenant data collection and owner/agent/sponsor performance for the LIHTC and HOME Programs.
8. Generates reports from HDS and WTC for various reporting requests for various Rhode Island Housing departments.
9. Prepares correspondence, technical reports, status reports, and schedules as required to implement and complete job assignments, and documents decisions and files.
10. Researches regulations and drafts policies and procedures for his/her staff to ensure program compliance and productive, efficient work flow.
11. Ensures that all non-compliance notices are completed accurately and in a timely fashion, and works with staff and property owners to resolve complex compliance related findings.
12. Performs welcome meetings with Sponsors/Agents and follow through the rent-up process ensuring all pertinent information is received prior to conducting the initial LIHTC certification review.
13. Provides outreach and trainings to HOME sponsors and multifamily property owners/managers as needed.
14. Maintains master LIHTC / HOME and REAC inspection schedules and determines portfolio assignments for staff.

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15. Oversees quality assurance of final maintenance in Rhode Island Housing's electronic storage system.

**QUALIFICATIONS**

- Minimum seven years related housing management experience including supervision and training;
- Working knowledge of Low Income Housing Tax Credit Program, HUD regulations, including HOME Program;
- Strong verbal and written communication skills;
- Strong analytical, problem solving, organizational, negotiations and computer skills;
- Bachelor's degree in real estate, business administration or related field; tax credit compliance certification;
- Bilingual ability preferred
- Use of personal vehicle, valid driver's license and proof of insurance is required.

Rhode Island Housing Salary Grade: **C5-1**

**Rhode Island Housing is an EEO/AA employer committed to a diverse workforce.**