



SCIDpda

## Housing Operations Manager: Compliance

**Reports To:** Senior Housing Manager

**FSLA Status:** Exempt; Full-time

**Compensation Range:** \$70,000 to \$75,000 per year

**How to Apply:** Applications will be accepted until the position is filled. **Please submit your resume (and cover letter-optional).** Only complete applications will be considered.

**SCIDpda Mission:** Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a 50-year-old community development organization, serves one of the city's most diverse neighborhoods. Its mission is to preserve, promote, and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. SCIDpda has been recognized locally and nationally for its innovation in three program areas: property operations, real estate development, and community economic development and engagement. SCIDpda currently has 50 culturally competent staff, many whom speak a language other than English, which enables them to interact with our community. Our staff have a deep love for the Chinatown International District and understand the importance of our organization in serving the district.

**General Nature & Scope:** The Seattle Chinatown International District Preservation & Development Authority (SCIDpda) is seeking Housing Operations Manager: Compliance. This position will be responsible for all compliance aspects of the housing (80%) and provide input and back up coverage for general housing operations (20%).

**General Nature & Scope:** This position will ensure properties are in strict compliance with all rules and regulations set forth by SCIDpda and other funding/regulatory bodies.

**Essential Duties:** Example: Include the following:

### Compliance

- Review and approve tenant files (Move In, Annual Reviews) to ensure completion and compliance requirements are met
- Coordinate submissions of tenant files to 3<sup>rd</sup> party review organizations and funders as needed.
- Coordinate and/or perform staff training to ensure compliance with all regulatory requirements
- Update and/or create forms and policies to ensure ongoing regulatory compliance

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- Coordinate implementation of wait list and tenant selection plan policies and procedures in accordance with regulatory compliance
- Ensure that the rents allowed under the regulatory programs are being achieved
- Coordinate SHA Project-based Section 8 contract renewals
- WBARS reporting and response
- Coordinate Yardi updates for new rent and utility allowance amounts upon publication/update with the assistance of the Housing Specialist
- Monitor and apply applicable tax credit and funder percentage requirements
- Maintain/monitor tenant files with the assistance Building Managers and Assistant Building Manager
- HUD Compliance for select properties - 3 properties with 61 units
  - HAP contract renewals including AFHMP and Rent Comparability Studies as needed
  - MOR coordination and response
  - TRACS monthly billing through Yardi
  - New applications as needed
  - Process Tenant certifications: Move In, Annual Review, Interim Certifications and Gross Rent Changes
  - Manage HOTMA required changes, i.e. new leases for all existing tenants
  - Manage Waitlists

### Policy

- Develop consistent housing processes with and for property operations staff
- Assist with creation and implementation of property operation policy and procedure manual

### Department Administration and Management

- Train Building Managers, Assistant Building Managers and Housing Specialist in order to create back up
- Work with Senior Housing Manager to ensure that operations staff having the training and skills to be successful at their jobs
- Work with Senior Housing Manager and Housing Specialist to create a robust administrative team
- Assist with the development of Property Operations budgets as needed
- Perform other department duties/tasks as needed
- Work with Building Managers and Housing Specialist to maintain updated management plans for each property, with annual property plans as needed.
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### **Requirements:**

- BA with some additional course work or experience in Administration and/or Property Management and affordable housing. May be substituted with additional experience
- Minimum 2 years in Multifamily housing programs to include: Knowledge of Landlord/Tenant Law, HUD, WSHFC Tax Credit occupancy and compliance regulations and experience in property management preferred.
- Strong communication skills, both oral and written
- Knowledge of and experience in Tax Credit, HUD, and Section 8 regulations

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**Preferred Qualifications:**

- Experience in Affordable Property Management/Operations preferred
- Knowledge of Landlord/Tenant Law preferred
- Experience working with low-income, communities of color and diverse populations
- Experience with Yardi Voyager and Rent Cafe or similar programs
- **Certified Occupancy Specialist (COS), Spectrum Certified Credit Compliance Professional (CP3) or equivalent certifications**

**Licenses or Certificates:** none required

**Physical Demands/Working Conditions:** The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is primarily performed in an office environment with a low to medium noise volume. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit, and use a computer keyboard and monitor.

**Benefits (according to working hours):**

- Employer paid Medical, Dental and Vision Insurance
- Employer paid Group Life and Disability Insurance
- Retirement Plan
- Generous PTO Package
- Cell phone stipend (Optional)
- FSA
- Bonus
- Flexible Working Schedule, Hybrid Opportunity

This position description generally describes the principal functions of the position, the level of knowledge and skills typically required, and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

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Employee Signature

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Date