

Title: Housing Management Representative I

Job Type: Non-Exempt Exempt

Division: Housing Management

Job Grade: 5

Reports to: Senior Housing Management Representative

Location: Pittsburgh office

Job Purpose

The Housing Management Representative I is responsible for monitoring compliance of a specific portfolio of properties financed by the Agency. The HMR I will be thoroughly familiar with all applicable program rules, regulations, and requirements pertaining to compliance for the HOME, Housing Trust Fund and Federal Low-Income Housing Tax Credit programs and other programs as they arise.

Essential Duties and Responsibilities

The Housing Management Representative I will be responsible for monitoring compliance of a specific portfolio of properties financed by the Agency. The HMR I must be thoroughly familiar with all applicable program rules, regulations, and requirements pertaining to the management and compliance of the HUD Section 8 Program, the HOME Investment Partnership Program (HOME), the Federal Housing Trust Fund program, the Federal Low-Income Housing Tax Credit program, and other programs as they arise. Specific duties will include the following:

1. Complete all work duties as described in the Internal Operations Manual, including property compliance monitoring.
2. Review and update the project status report monthly.
3. Ensure Accessible Unit Policy is being administered. Track accessible units and ensure that the property is attempting to fill them with households who need the features.
4. Participate in one or more Housing Management Workgroups, as assigned.
5. Participate in trainings and represent the Agency at industry events, as assigned.
6. Coordinate sessions for the Multifamily Affordable Housing Conference, as assigned.
7. Keep informed of all new HUD and LIHTC program requirements by subscribing to pertinent listservs.
8. Inform the Senior Housing Management Representative and the Manager of Project Operations on matters pertaining to the operation and management of assigned portfolio on a consistent basis.
9. Complete any special assignments as may be requested by the Senior Housing Management Representative, the Manager of Project Operations, or the Director of Housing Management.
10. Maintaining a physical presence at the office on mandatory in-office days is required to collaborate with team members.
11. Must have reliable transportation and be willing and able to travel as assigned, including occasional overnight stays.

Education and/or Work Experience

1. Preferred college graduate with degree from accredited academic institution. Two or more years relevant work experience in the affordable housing field may be substituted.
2. Ability to plan, organize, and complete work assignments within set deadlines.
3. Ability to communicate effectively both verbally and in writing, including effectively communicating with internal staff and external customers.
4. Ability to work well with supervisors, partners, and coworkers.
5. Thorough knowledge of all HOME, Housing Trust Fund, and LIHTC program requirements.
6. Ability to work alone and in teams.
7. Familiarity working with the AS400 and Microsoft Word, Excel, Outlook, and PowerPoint.

Physical Requirements

1. Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
2. Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
3. Must be able to work out of PHFA's Pittsburgh office.
4. PHFA has a hybrid work environment. Specific remote and in-office work schedules will be determined by the direct supervisor.