

**HOUSING PROGRAMS FEDERAL STANDARDS COORDINATOR  
(Coordinator 3)**

**Division:** Community Housing  
**Reports to:** Director of Community Housing  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** M  
**Monthly Salary Range Minimum:** \$4975  
**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** With limited supervision reviews, administers, and oversees adherence to overarching federal standards and regulations applicable to the administration of federal programs. developed and administered by Community Housing and other THDA divisions. Such standards and regulations may include federal requirements such as Part 58 Compliance with the National Environmental Policy Act ("Environmental Review", Section 3 of the Housing and Development Act of 1968 "Section 3), and the Davis Bacon Act of 1931 ("Davis-Bacon") or other overarching federal requirements as determined by the federal funding source. Ensures conformity all federal requirements for development, rehabilitation or occupancy as deemed necessary.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Develops, implements, and maintains processes and requirements to ensure compliance with overarching federal requirements as required by the federal funding source.
- Inspects or coordinates the inspection of records and activities related to federal requirements for housing activities undertaken by THDA program participants to ensure conformity with federal funding requirements.
- Develops and implements required reporting requirements associated with the work of sub-grantees, administrators and contractors engaged in the development, rehabilitation, preservation or occupancy of buildings, where federal funding was provided through THDA.
- Performs reviews, and issues determinations of Environmental Reviews, Section 3 Plans and the Davis Bacon, reporting and other federal requirements associated with the development, conversion, construction, rehabilitation or occupancy of residential housing units as deemed necessary by the applicable federal funding source.
- Assists the Director and Technical Advisor for Construction with the development, review and implementation of construction and rehabilitation standards that will be applicable to various housing programs across the agency to assure compliance with federal funding sources as applicable.
- Assists the Director and Program Managers with analysis and reviews of federal statutory and regulatory policies as they relate to THDA-administered federal programs; assists in interpreting and implementing these policies.
- Provides technical assistance to the Director, Technical Advisor for Construction, Program Managers, Sub-grantees, Grant Administrators, Rehabilitation Coordinators, Contractors and THDA staff as needed.
- Assists in training of THDA staff, partner agency personnel, Rehabilitation Coordinators and Contractors relative to federal requirements for development, conversion, construction, and rehabilitation of housing projects funded using federal sources.
- Reviews and provides input to contracts among program participants, beneficiary, and/or contractor as needed to assure conformance with federal program requirements.
- Assists with the review and scoring of funding applications.

- Recommends policy clarifications and revisions relative to federal funding sources for the development, conversions, construction or rehabilitation of affordable housing projects.
- Research specific policy issues as requested.
- Conducts and participates in workshops as requested.

## **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Education and Experience:**

- High school diploma or GED; Bachelor's degree and/or relevant post high school certification preferred.
- Bachelor's Degree in construction management, federal grants management, architecture, , environmental law or related fields preferred.
- Three years of experience in federally funded compliance related to housing development, conversion, construction, rehabilitation, preservation or environmental review.
- Experience with reporting in federal systems such as the Integrated Disbursement and Information System (IDIS), HUD Environmental Review Online System (HEROS), or similar is preferred.
- Thorough knowledge of federal compliance requirements for new construction, conversion, rehabilitation and occupancy related to U.S. Department of Housing and Urban Development (HUD) and other federal programs. Experience with HUD Environmental Review, Davis-Bacon, and Section 3 is preferred.
- Experience working in a federal, state or local housing, construction or infrastructure grant programs funded through HUD or other federal funding sources including federal requirements management, federal compliance standards and enforcement, property management, real estate, or other housing related field is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

### **Knowledge, Skills, Abilities, and Competencies:**

- Ability to read, understand, interpret, and apply complex federal requirements to varying situations.
- Knowledge of NEPA Part 58 Environmental Review standards and requirements.
- Knowledge of Davis-Bacon requirements.
- Knowledge of Section 3 requirements.
- Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs, diagrams, and blueprints.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Treats people with dignity, respect, and compassion.
- Ability to read, interpret and apply complex federal regulations to varying situations.
- Ability to enforce federal program requirements and rules with firmness, impartiality and tact.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents, including fellow employees, contractors, the general public, and public officials.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, PowerPoint, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver’s license from domicile state and the ability to drive.
- Frequent in-state travel, including overnight travel, and occasional out-of-state travel.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Ability to exert 20 pounds of force occasionally and up to 10 pounds of force frequently.
- Ability to perform frequent physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching.
- Manual dexterity is required to operate equipment in performance of duties.
- Ability to perform work activities both inside and outside with no effective protection from weather changes.
- Ability to hear sufficiently to perceive information at normal spoken word levels.
- Work entails possible safety hazards and necessary safety precautions are to be taken to prevent injury.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**Acknowledgment**

I have read the above job description. I understand the duties and responsibilities of the position and am able to perform the essential duties of this position with or without reasonable accommodation.

**Print Your Name:** \_\_\_\_\_

**Sign Your Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_