

HOUSING PROGRAMS COMPLIANCE MANAGER

APPLICATION DEADLINE IS WEDNESDAY, FEBRUARY 19, 2025 AT 11:59PM

Division: Compliance and Asset Management
Reports to: Assistant Director of Compliance and Asset Management
Location: Nashville, TN
Full-time/Part-time: Full time
Salary Grade: N
Monthly Salary Range Minimum: \$5,591
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: Oversees administration and implementation of the compliance monitoring for the state and federally funded programs administered within the Community Services and Community Housing divisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Directly supervises staff; interviews, hires, and trains employees; creates and monitors work assignments; develops employee skills and encourages growth and development; reviews and evaluates employee performance; addresses workplace issues and provides guidance, coaching, and disciplinary measures for staff; addresses personnel issues in conjunction with appropriate leadership and the Human Resources division.
- Evaluates federal requirements, program policies and processes in conformance with regulations and state goals; reviews statutory and regulatory changes and policies to ensure compliance and communicates irregularities and/or findings with Director.
- Oversees the monitoring team and their review of files and program records for selected housing programs administered within the Division to ensure the program partners and beneficiaries comply with federal and/or state regulations.
- Conducts Quality Management Reviews of staff monitoring to ensure adherence to federal regulations and state program guidelines.
- Monitors the program participants and makes a determination of compliance.
- Oversees the preparation of monitoring reports for non-compliance; documents and reports the findings to the Director and/or Assistant Director as requested.
- Supervises the creation of compliance forms, records, reports, and required tools for monitoring files.
- Conducts research of federal regulations and development of monitoring procedures to ensure an effective compliance program.
- Conducts presentations, participates in training programs, and provides technical support to program staff, Internal Audit, external auditors, or program participants, as assigned.
- Maintains effective working relationships primarily by providing technical support to sub-grantees, U.S Departments of Energy (DOE), Health and Human Services (HHS), and Housing and Urban Development (HUD), as well as other state agencies and internal agency personnel.
- Identifies needs, recommends improvements, and collaborates internally to improve process efficiency within the Division.
- Actively seeks input and incorporates key interests and specific requirements of other related THDA business units into the planning and delivery of Compliance and Asset Management Division program requirements.
- Performs tasks using program management systems to assist with planning, prioritizing and tracking of federal and state programs.

MINIMUM QUALIFICATIONS

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

Education and Experience:

- High School Diploma or GED; Associate degree or higher, especially a Bachelor's degree preferred.
- Two years of management experience with increasing levels of responsibility.
- Three years of related experience in the administration of federal or state programs.
- Two years of compliance experience is preferred.
- Experience in compliance monitoring associated with the Emergency Solutions Grants, HOME Investment Partnerships, Low Income Home Energy Assistance, or Weatherization Assistance programs is highly 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 effectively manage staff.
- Ability to plan and direct the work of others.
- Knowledge of Office of Management and Budget (OMB) Circulars and other applicable federal regulations.
- Ability to read, understand, and interpret regulations, laws, agreements, and organizational materials.
- Excellent verbal and written communication skills.
- Strong interpersonal skills; builds and maintains positive relationships with internal and external constituents.
- Able to interact with the public and other governmental agencies in a responsible and professional manner.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with others in giving and obtaining information.
- Maintains credibility through sincerity, honesty, and discretion.
- Ability to handle private, personal information in a confidential manner.
- Ability to exercise good judgment in decision making.
- Ability to adapt to frequent procedural changes.
- Strong organizational skills.
- Ability to organize and prioritize work effectively.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Computer literate; proficient in Microsoft Word, Excel, 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.
- Regular in-state travel, including overnight travel (about 50% travel).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS