

# HOUSING COMPLIANCE OFFICER

Salary Range: \$50,000 - \$54,000

Salary commensurate with experience and qualifications.

## ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at [housing.az.gov](http://housing.az.gov)

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

### ABOUT THE AGENCY

The Arizona Department of Housing was established in 2002 to provide housing and community revitalization to benefit the people of Arizona. The agency provides funding to aid in building stronger communities, with most funding geared toward lower income households and neighborhoods. With the exception of mortgage foreclosure avoidance assistance, first-time homebuyer assistance, and the Section 8 program in Yavapai County – in which the agency offers assistance directly to the public, the majority of the resources of the agency are passed through in the form of loans, grants, tax credits, mortgage or bond financing, and other subsidies, to its Housing Partners, which are local and tribal governments, public housing authorities, for-profit and non-profit housing developers, and other organizations engaged in providing affordable housing and other community-related services. With this type of mandate comes enormous responsibility in the area of contract and project management, monitoring, and regulation enforcement.

### JOB SUMMARY

Under the supervision of the PBCA & Compliance Administrator, this position is one of several Housing Compliance Officers that monitor state and federally assisted rental properties for compliance with various federal and state laws and guidelines.

Monitoring will include visits to emergency shelters and housing utilized as transitional housing for homeless populations. Assisted properties include properties financed through Federal Low-Income Housing Tax Credits, private activity bonds, the HOME Program, State Housing Trust Funds, and other financing sources. This position requires frequent and extensive travel throughout the state to visit properties on-site. Inspections include conducting physical inspections of units for compliance with the Uniform Physical Condition Standards (UPCS), as well as an administrative review of records to ensure that units are rented to qualified low-income households. In addition to traveling and conducting property reviews, this position is required to follow up all monitoring visits with written reports, participate in training opportunities, assist in the update of compliance materials, review annual reports, and maintain organized, complete and accurate monitoring files and database maintenance. Other duties as assigned.

This position is available for remote work within Arizona (including in office hoteling), as well as a flexible schedule.

### QUALIFICATIONS

Candidates must possess sufficient education or job related experience demonstrating an ability to provide the services noted above. Highest qualified candidates will have experience in or knowledge of requirements of rental housing financed through the Low-Income Housing Tax Credit Program, HOME, State Housing Trust Fund and other public subsidies, and/or have prior property management or monitoring experience, and hold a certificate of training in the Uniform Physical Condition Standards (UPCS) or Housing Quality Standards (HQS). Candidate must be detail oriented and organized and demonstrate an ability to communicate effectively both verbally and through written means. Must have the ability to interpret and explain State and Federal regulations and possess the ability to work amicably with other professionals in the role of providing this service for a State agency. **Valid Arizona Driver License and acceptable driving record required.**

## BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

- Sick Leave
- Vacation with 10 paid holidays per year
- Health and Dental Insurance
- Retirement Plan
- Life insurance and long-term disability insurance

Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance.

By providing the option of a remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive.

## RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a 27 week waiting period for enrollment.

## HOW TO APPLY

Please visit [Arizona State Jobs](#) to apply. You will be directed to create a user account and upload your resume. The Job ID is 507883 for this position.

The Arizona State Jobs website includes open positions for ALL state agencies.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.