

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 Pennsylvania Housing Finance Agency (PHFA) is growing! We have Full-Time position available for a Housing Management Representative in our Pittsburgh Office. **PHFA has a Hybrid work environment which consists of a few days in the office and at home during this pandemic**

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 Low-Income Housing Tax Credit programs and other programs as they arise. Specific duties will include the following:

1. Review, approve, and ensure continued compliance with each property's Management Plan, Affirmative Fair Housing and Marketing Plan (AFHMP), Resident Selection Plan, Income and Rent Restrictions, Set-Asides, Fair Housing Procedures, Indenture of Restrictive Covenants, Regulatory Agreements and all program funding guides (i.e., HUD 4350.3 etc.).
2. 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.
3. Schedule and conduct management reviews with Owner, Agent, and on-site staff per the Housing Management Internal Operations Manual.
4. Participate in the Proposed Development application process per the Internal Operations Manual.
5. In conjunction with appropriate Agency staff, schedule and conduct rent-up meetings with owner, agent, and on-site staff for new properties coming on-line.
6. Review all applicable legal documents for new developments prior to commitment and for all changes in Management Agent. Provide program specific rents.
7. Review and approve staffing, salaries, and rents on the annual budgets per the Internal Operations Manual.
8. Participate in one or more Housing Management Workgroups, as assigned.
9. Participate in trainings and conduct customer trainings as assigned and represent the Agency at industry events, as requested.
10. Coordinate sessions for the Multifamily Affordable Housing Conference as assigned.
11. Keep informed of all new HUD and LIHTC program requirements by subscribing to pertinent listservs.

12. Oversee all property complaints for assigned portfolio or as assigned by Senior Management Representative or Manager of Project Operations.
13. Review and approve all required annual reports and conduct follow-up as needed.
14. Complete and submit Quarterly Occupancy and Rent-up Reports as necessary.
15. 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.
16. 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.
17. Review and update the project status report monthly
18. Follow all policies and procedures per the PHFA Internal Operations Manual.
19. Maintaining a daily physical presence at the office is required to collaborate with team members. Due to COVID-19 the agency may be utilizing a remote or hybrid work schedule.

Education and/or Work Experience

1. College graduate with degree from accredited academic institution. Three or more years relevant work experience in related field may be substituted.
2. Ability to plan and 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 Section 8, HOME, and LIHTC program requirements.
6. Ability to work alone and in teams.
7. Familiarity working with the AS400 and Microsoft Word, Excel, Access, 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. Must have reliable transportation and be willing and able to travel as assigned, including overnight stays. Or local law. Further

As of October 18, 2021, this position requires proof being fully vaccinated for COVID-19 on the first day of employment, absent need for medical or religious accommodations or other exemption as allowed by state. Further information provided during recruitment process.