

Opening Date: January 25, 2018

Closing Date: February 7, 2018

OPERATIONS & COMPLIANCE MANAGER

The Mobile Housing Board is an evolving and transforming Public Housing Authority located in the beautiful port city of Mobile along Alabama's Gulf Coast seeking the right individual to join our management team. The Operations & Compliance Manager is responsible for providing technical, analytical and leadership assistance on strategic design and daily implementation of performance-based compliance, change management, and accountability initiatives and programs. Work is performed under the general direction of the Director of Asset Management or other supervisor and supervision is exercised over other employees as assigned. The Operations & Compliance Manager is responsible for creating instruments that identify, retrieve and organize various avenues of business data to assist with critical and strategic decisions of the agency; all in compliance with Housing and Urban Development (HUD) requirements and consistency with HUD standards.

Good knowledge of federal, state and local laws, the Department of Housing and Urban Development (HUD) and other relevant rules and regulations governing asset and housing management operations; Good knowledge of HUD regulations applicable to public and affordable housing authorities, housing and community development organizations and other programs including but not limited to: Low Income Public Housing and Housing Choice Voucher programs; Good knowledge of HUD reporting requirements, data systems and available electronic information; Good knowledge of the principles, practices, methods and procedures of organizational management; Good knowledge of the principles, practices and methods of research and statistical analysis; Experience in Public Housing Authority (PHA) operations, compliance and audit; Experience working in the HUD regulatory environment; Comprehensive knowledge of RAD and LIHTC programs is desirable.

Minimum Qualification: Completion of a bachelor's degree from a recognized college or university in business or public administration, or closely related area and a minimum of three years administrative, analytical, managerial and operational experience in a public housing program; or a combination of education and experience equivalent to these requirements.

Starting salary range is from \$45k to \$57 based on qualifications and experience. Completed applications and resumes, must be submitted on or before February 7, 2018. Resume cannot be accepted in lieu of required application.

For application information, please contact Kathi Bryant in the Human Resource Office at (251) 434-2321 or e-mail kbryant@mobilehousing.org

Mobile Housing Board is an Equal Opportunity Employer