

**MID-PENINSULA HOUSING
JOB DESCRIPTION**

PROGRAM OFFICER

FLSA Status: Exempt 5

Summary/Purpose

The Program Officer will share the responsibility for compliance performance for all existing properties in Mid-Peninsula's portfolio. Working within the Compliance Group, the Program Officer will help property management staff to understand regulatory programs and related compliance requirements specific to each site. Under the guidance of the Director of Compliance, the Program Officer will create management plans for assigned properties to provide staff a roadmap of management goals to sustain regulatory adherence. Position involves significant field work and travel time.

Essential Job Functions

- Provides staff guidance to reconcile existing resident ledgers and provide conversion staff correct beginning balances for BostonPost conversion.
- Prepares initial summaries and annually prepare management plan update for assigned properties to identify all regulatory programs and layered management plans.
- Respond to staff's compliance questions and help them to understand program regulations.
- Provide file review and comprehensive compliance reports and recommendations for Mid-Pen properties.
- Provide initial file review for all new residents to assure compliance for Mid-Pen properties.
- Provide quality regulatory program research to help resolve conflicts and provide management with information needed to establish fair and sustainable compliance policies.
- Demonstrate professionalism through a positive and cooperative attitude and by maintaining the confidential and proprietary nature of client/staff relationships and related work products.
- Contribute to the overall success of the compliance team by developing a thorough understanding of Mid-Peninsula's methodologies and tools to enhance information dissemination; keeping team members informed of work status; actively seeking assignments when unassigned; proactively seeking opportunities to provide assistance as needed; questioning traditional procedures used in the past; and attempting to find new approaches to improve ease of regulatory compliance.

Qualifications

- 4 yr College degree in business administration; preferred;
- Tax Credit and HUD program certification required;
- Superb customer service/communication skills;
- Highly motivated service-oriented self starter;
- Skilled in accounting or financial management;
- Superior written and oral communication skills;
- Excellent computer skills; Excel a must;
- Demonstrated ability to manage multiple and complex compliance matters on a daily basis;
- Ability to teach, train, and coach
- Strong desire for staff to success;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee requires dexterity in using telephone, computer keyboard, mouse and calculator while seated at a desk. The employee is frequently required to stand, walk, sit and stoop. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds. The employee frequently moves within the building to interact with fellow employees. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in an office environment, and the noise level is usually quiet to moderate.