

Assistant Director for Housing Compliance and Asset Management

City of Boston

Mayor's Office of Housing (MOH)

Overview:

The mission of the Mayor's Office of Housing (MOH) is to make Boston a more equitable and inclusive city where all residents can thrive. MOH administers programs that create and preserve affordable housing, support homeowners and renters, provide housing and services to homeless individuals and families, and develop city-owned property. MOH seeks to carry out its mission through a lens of promoting diversity, equity and inclusion and addressing the effects of systemic racism in our City.

Under the direct supervision of the Deputy Director for Compliance and Asset Management or designee, the Assistant Director for Housing Compliance and Asset Management is responsible for maintaining the department's income restricted housing portfolio. In this capacity, the Assistant Director oversees the ongoing monitoring of the portfolio to ensure compliance with applicable City, State, and Federal rules and regulations, as well as affordable housing covenants and financing agreements. In addition, the Assistant Director seeks to preserve affordable housing by extending and modifying restrictions and agreements.

Responsibilities:

- Manage a team of asset management and housing compliance staff, including direct supervision of Senior Asset Manager(s).
- Keep abreast of all applicable federal, state and local program regulations and work with program staff to develop policies and procedures to ensure compliance.
- Create and manage internal control systems to ensure compliance with all required policies while finding opportunities to streamline existing processes to provide better services to the Department and its customers.
- Ensure that all affordable housing deed restriction requirements and land use restrictions are tracked and monitored in a timely fashion, including rent, income and owner-occupancy requirements, and that appropriate enforcement actions are taken.
- Implement procedures to ensure that housing projects are in good physical and financial condition.
- Perform "workouts" to extend or restructure restrictions and financing agreements in order to preserve affordable housing.
- Provide technical assistance to property managers, housing cooperatives and tenant associations on ongoing asset management and extension of affordability covenants.
- Manage contracts with 3rd party vendors who perform compliance monitoring functions on the department's behalf.

- Oversee compliance with federal Uniform Relocation Act (URA) and Housing Quality Standards (HQS) requirements.
- Communicate with affordable housing developers, owners, property managers and tenants on matters of compliance.
- Work closely with the Legal Unit and outside counsel on the enforcement of City restrictions and agreements.
- Interact with HUD on matters of federal compliance and support federal reporting requirements.
- Assist in responding to audit requests and recommend audit responses.
- Regularly evaluate staff performance and implement management solutions to resolve problems, assist staff members in their professional development, and reach compliance goals.
- Complete special projects identified by the Deputy Director or the Director.
- Perform other related duties as assigned.

Minimum Entrance Qualifications:

- Bachelor's Degree in government, public policy, urban planning, management or related field preferred.
- Four (4) years of related work experience with a Bachelor's Degree, or six (6) years of related work experience without a Bachelor's degree required, with at least two (2) years of supervisory experience.
- Knowledge of affordable housing program regulations and monitoring requirements.
- Strong management skills and ability to motivate staff.
- Excellent organizational, problem solving and oral and written communication skills.
- Proficiency with Microsoft and Google Suite applications.
- Ability to exercise good judgment and focus on detail as required by the job.

Boston Residency Required

Terms:

Union/Salary/Plan/Grade: Nonunion/NU -26

Hours per week: 35

Application Instructions:

To apply for this job, please submit an application through the City of Boston's career [center](#).