

## **DEPUTY DIRECTOR FOR COMPLIANCE AND FEDERAL RELATIONS**

### **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. The Mayor's Office of Housing (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.

### **Brief Job Description:**

Under the supervision of the Chief of Housing or designee, the Deputy Director for Compliance and Federal Relations is the Department's senior leader on matters of compliance and federal relations and will be responsible for developing and implementing policies, procedures and systems to ensure that MOH operations are in compliance with all federal, state, and local laws and regulations, especially those associated with funding from the US Department of Housing and Urban Development (HUD). The Deputy Director must both be a policy expert and an operational leader, ensuring that the department's compliance efforts are effective and support the efficient delivery of services to the people of Boston.

### **Responsibilities:**

- Ensures that MOH, its subrecipients and end recipients are in compliance with all federal and state grant regulations, local executive orders and deed restriction requirement.
- Provides direct supervision for the staff members of the Compliance and Federal Relations Division, including the Affirmative Fair Housing Marketing Program.
- Keeps abreast of all applicable new federal, state and local program and cross-cutting regulations.
- Provides guidance to program staff on matters of compliance and funding eligibility and support them in developing policies and procedures to ensure compliance.
- Creates and manages 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.
- Ensures that all affordable housing deed restriction requirements are tracked and monitored in a timely fashion, including rent, income and owner-occupancy requirements, and that appropriate enforcement actions are taken.
- Ensures that all land use restrictions and other requirements for conveyed properties are tracked and monitored in a timely fashion and that appropriate enforcement actions are taken as needed.
- Ensures compliance with and documentation of all HUD eligible activity and national objective requirements.
- Ensures that all job creation/job retention requirements are monitored, met and properly documented.
- Ensures compliance with affirmative fair housing marketing requirements for affordable housing projects, including reviewing and approving marketing plans and advertisements and managing lotteries.
- Regularly evaluates the performance of the Compliance and Federal Relations Division and implement management solutions to resolve problems, assist staff members in their professional development, and reach compliance goals.
- Oversees all activity set ups in federal grant systems and regularly monitor funding reports to ensure compliance with all commitment, expenditure and completion deadlines.
- Oversees the collection of project completion and beneficiary data for all grant-funded projects on an ongoing basis.

- Oversees preparation of required reports to HUD and other funding entities, including the Five-Year Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report (CAPER).
- Coordinates MOH responses to audits, including the City's Single Audit and HUD monitoring.
- Performs other related duties as assigned by the Chief of Housing or Designee.

### **Minimum Entrance Qualifications:**

- At least five (5) years of related work experience with at least three years in a supervisory capacity required
- Degree in Public Policy, Public Administration, Government, Business Administration or other related field preferred.
- Knowledge of HUD regulations and monitoring requirements.
- Strong management skills and ability to motivate staff.
- Excellent organizational, problem solving and communication skills.
- Appropriate educational substitutions may be made.
- At least one year experience with HUD systems (e.g., IDIS) preferred.
- Ability to exercise good judgment and focus on detail as required by the job.

### **BOSTON RESIDENCY REQUIRED.**

Union/Salary/Plan/Grade: Nonunion/NU -29

Hours per week: 35

The City of Boston is proud to be an Equal Opportunity Employer. We are committed to creating a diverse and inclusive environment. Therefore, qualified applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical or mental disability, genetic information, marital status, sexual orientation, gender identity, gender expression, military and veteran status, or other protected category.

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as **ensuring every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.

<https://city-boston.icims.com/jobs/22911/deputy-director-for-compliance-and-federal-relations/job>