



## **“FLINT HOUSING COMMISSION OPEN POSITION” (Open to the Public)**

**TITLE:** COMPLIANCE COORDINATOR

**DEPARTMENT:** ASSET MANAGEMENT

**REPORTS TO:** DIRECTOR OF ASSET MANAGEMENT

### **GENERAL STATEMENT OF DUTIES:**

The Flint Housing Commission is seeking a full-time Compliance Coordinator. The Compliance Coordinator is responsible for PIC administration and coordination, EIV security and coordination, providing quality control services for the Asset Management department, public relations, and assisting Director of Asset Management.

### **RESPONSIBILITIES:**

- Administration and coordination of PIC by assisting Managers in correcting PIC issues/errors, the setup and maintenance of staff access and roles in PIC, quality control checks of information submitted to PIC for accuracy, and any other PIC related duties.
- Responsible for performing quality control reviews of residents' files, inspections, and resident satisfaction with work order completion. Follows up on REAC inspections and coordination.
- Understands and interprets complex HUD regulations and PIH Notices and is able to provide clarification to the department. Stays up-to-date with the constant changes in regulations and policies governing the program.
- Communicates with outside agencies as needed to assist the Flint Housing Commission in efforts to build relationships within the community.
- Prepares compliance reports for the agency.
- Maintains all personal identity information in a confidential manner.
- Completes other duties as it relates to position.

### **QUALIFICATIONS:**

- High school diploma with some college experience.

- Minimum of three (3) years of experience in property management (preferably public housing) and/or compliance/quality control experience.
- Valid driver's license.
- Successful completion of rent calculation.

**TO APPLY:**

**Please submit résumé and cover letter to:**

**Attn: Human Resources, Flint Housing Commission 3820 Richfield Rd.,  
Flint, MI 48506 or [humanresources@flinthc.org](mailto:humanresources@flinthc.org)**

**Résumés and cover letters must be received no later than 5:00 p.m. on  
February 27, 2018.**

**The Flint Housing Commission is an Equal Opportunity Employer. FHC is also a Section 3 Employer - Public housing residents or low and very-low income persons who live in the metropolitan area or non-metropolitan county where a HUD-assisted project for housing or community development is located are encouraged to apply.**