



## **JOB POSTING**

**TO:** SHA Staff, Residents, and General Public  
**FROM:** Sonya McCall, Executive Administrative Assistant  
**DATE:** March 27, 2025  
**POSITION:** Director of Compliance and Asset Management  
**CLASSIFICATION:** Full-Time  
**OPENING DATE:** March 27, 2025  
**CLOSING DATE:** Posted until desired number of applications received.  
**START DATE:** Immediately  
**TO APPLY:** Please apply on our website (<https://selmahousing.com>).

### **POSITION SUMMARY:**

Under the supervision of the Chief Operating Officer (COO), the primary purpose of this position is to support the Authority with the oversight of compliance relating to Housing Choice Voucher (HCV)/Section 8 and Public Housing. The Compliance Coordinator ensures the proper implementation of business policies in accordance with applicable regulations. The incumbent performs a variety of highly responsible management duties including extensive program analysis, data and information collection, compliance monitoring and oversight, report preparation, and training.

All activities must support the Selma Housing Authority ("SHA" or "Authority") mission, strategic goals, and objectives.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The following is a listing of the key duties and responsibilities of this position, and the skills, experience and knowledge required for the employee in this position. The listed duties should not be considered as a complete listing of all the work requirements, but a representative listing of the key duties of the position. Additional tasks to those listed below may be required, and individuals holding this position may be required to work in other areas of the housing authority to equalize or balance the workload, cover absences, or for other business needs of the Authority.

1. Develops, administers, and monitors applicable policies and procedures to ensure compliance with HCV and Public Housing requirements based on federal, state, and local regulations.





2. Completes compliance audits of tenant files to ensure regulatory and internal processes are followed.
3. Coordinates property/portfolio reporting, compliance restrictions, audit reviews, and other requests/projects as required by CEO.
4. Assists with the development of tools and systems to measure portfolio performance as it relates to maintaining compliance.
5. Explains evaluation processes, procedures, and regulations to Authority employees, and answers staff questions as needed.
6. Develops and implements training programs to educate and inform staff of requirements and responsibilities.
7. Interprets and informs staff about HUD regulations; ensures that any changes to regulations are properly implemented; and works with management to adjust policies and procedures as appropriate to achieve compliance.
8. Establishes a system of follow-up procedures to ensure that all quality control issues, inquiries, and complaints are handled in an expeditious manner and in accordance with Agency established policies and procedures. Analyzes and resolves more complex quality control issues.
9. Creates, prepares, and reviews the necessary reports to assist in the delivery of quality control measures for the department. Assists in formulation of reports to be submitted to HUD and management.
10. Monitors PIC and EIV to ensure timely submission, acts as administrator, and reviews discrepancy reports and ensures staff are assigned to research and return information to management.
11. Analyzes data pertaining to the HCV and Public Housing programs and prepares ongoing reports including, but not limited to Voucher Management System (VMS), two-year forecasting tool, PIC and vacancy loss request.
12. Remains familiar with current U.S. Department of Housing and Urban Development (HUD) ever changing Federal Regulations as they relate to Affordable Housing programs.
13. Monitor lease enforcement by providing information as needed.
14. Meet with residents, and external agencies to receive input regarding the operation of housing programs, assess needs and address concerns.
15. Conduct informal hearings as needed, and make appropriate recommendations in accordance with the Authority's policies and procedures.
16. Assist with handling difficult or complex problems with residents by offering alternatives and working directly with participants, as needed.
17. Process information from the Department of Housing and Urban Development's (HUD) PIH Information Center (PIC) system and provide reports accordingly.
18. Interpret and apply Authority policies, departmental policies, and other relevant policies and procedures.
19. Assist with staffing to ensure that the department is adequately staffed.  
Monitor and analyze the effectiveness of policies and procedures, and prepare revisions and recommend changes, as needed.

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20. Ensures that program practices are compliant with federal, state, and local regulations and SHA policies; prepares monthly reports detailing activity and status of compliance and non-compliance with policy; conducts reviews of non-compliance as assigned.
21. Addresses and mitigates issues that arise from the various active programs within assigned property portfolio.
22. Assists with the development of tools and systems to measure portfolio performance as it relates to maintaining compliance. Explains evaluation processes to Authority employees, and answers staff questions as needed.
23. Analyzes compliance results to identify staff training needs, ineffective or inefficient policies and procedures, or other issues leading to lack of compliance.
24. Discusses analysis with management and assists in devising and implementing solutions.
25. Maintains records of federal, state, and local regulations that affect Authority operations. Receives new and revised regulations and updates the Authority's policies and procedure accordingly. Assists staff members in incorporating regulation changes. Conducts follow-up audits to ensure that all staff have properly implemented changes.
26. Direct supervisor for Public Housing Property Managers.
27. Performs other duties as assigned.

### **CORE COMPETENCIES**

*This position requires the incumbent to exhibit the following behavioral skills:*

**Job Knowledge:** Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment & decision making in accordance with level of responsibility.

**Customer Service:** Provides timely, courteous, and quality service to all internal or external customers by anticipating individual needs, following through on commitments and ensuring that our customers have been heard.

**Communication:** Employee is prepared, clear, concise, and organized in all facets of communication in order to fully establish understanding. Actively listens and understands the audience to adapt message appropriately. Communicates information with appropriate personnel in a timely manner.





**Teamwork:** Actively participates and collaborates across boundaries, and works toward the achievement of common goals. Employee is adaptable and open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

**Responsiveness and Accountability:** Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

**Safety Awareness:** Employee is cognizant of his/her surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

**Leadership:** Provides direction by clearly and effectively setting course of action for department and subordinates. Manages performance by providing regular feedback and reinforcement.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Thorough knowledge of the principles, methods, and practices of affordable housing, and organizational management.
2. Thorough knowledge and understanding of the objectives and compliance requirements of property management, affordable housing and Housing Choice Voucher Programs.
3. Thorough knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners and as set forth by HUD regulations, and the state of Mississippi.
4. Thorough knowledge of the federal laws, state laws, and city ordinances governing programs operated by the SHA, including health and fire regulations, landlord/resident relationships, leasing of property, and evictions.
5. Considerable knowledge of the organization and programs of community agencies and groups that can assist the SHA in meeting the needs of its customers.
6. Ability to interpret and act on policies, regulations, and procedures as set forth by the Selma Housing Authority, the Board, and/or HUD.
7. Considerable knowledge of HUD's SEMAP programs.
8. Ability to compile and analyze comprehensive factual and financial reports and data related to housing programs.

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9. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.
10. Thorough knowledge of computer applications, technology systems, copiers, calculators, facsimile machines, etc.
11. Demonstrated knowledge of Microsoft Word and Microsoft Excel.
12. Ability to plan, organize, and develop a wide variety of operational and management programs and procedures.
13. Ability to establish, monitor, and achieve objectives through skillful delegation of duties.
14. Ability to orient other employees and to explain organizational policies, rules regulations, and procedures.
15. Ability to coach, lead, and evaluate performance of subordinates accurately and timely, correct deficiencies, replace, and assign personnel.
16. Ability to write program narratives, budgets, statistical and other supporting data, and the ability to develop policy and procedure manuals for various programs.
17. Ability to prepare and present ideas in a clear and concise manner, in English, both orally and in writing.
18. Ability to establish and maintain effective working relationships with coworkers, vendors, consultants, contractors, customers, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
19. Ability to perform multiple tasks under pressure while maintaining professional composure under stress.
20. Ability to handle confidential matters with discretion.





### **Supervision**

The employee receives instructions from the CEO. Guided by established SHA/HUD policy, the employee plans and carries out work activities with a high level of independence resolving problems that arise. Routine duties are initiated and completed by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually addressed independently or in consultation with SHA leadership. The employee's work is reviewed periodically for accuracy, completion, and compliance with the policies and procedures and the attainment of objectives.

### **Minimum Education and/or Experience**

Bachelor's Degree in business administration or related field and a minimum of four (4) years of experience in compliance in public or assisted housing, real estate, or property management. Certifications in HUD housing programs is desired. Any equivalent combination of education, training, and experience which, in the sole determination of the SHA, meets the education and experience required for the position.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals and technical procedures. Ability to communicate clearly and concisely, both verbally and in writing. Ability to understand and follow verbal and written instructions. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Must demonstrate proficiency in basic business math. Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Technical Skills**

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks, including housing management software.

### **Special Requirements**

1. Must possess a valid driver's license, have reliable transportation and insurable under SHA's automobile insurance plan.
2. Criminal background checks will be performed on all applicants.
3. This position is subject to a credit check.
4. This position is expected to answer after-hours emergency calls.
5. Must be bondable.





### **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 this job, the employee is primarily stationary, but is regularly required to move throughout the office and sites. The ability to move, transport, or position small objects around the office, such as books, binders, files, documents, and supplies is required. The employee must be able to exchange information in person, in writing, and via telephone. The employee must be able to operate a computer and standard office machinery.

### **Working 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.

The noise level in the office work environment is moderate. This position is required to work with the public, external vendors and contractors, and Authority residents.

