PROGRAM COMPLIANCE OFFICER

GENERAL STATEMENT OF DUTIES: The incumbent performs compliance duties and monitoring of low income housing clients as well as all sub-recipient contracts executed by the Department. Work assignments are reviewed by a superior and work is performed within an established system and procedure. Independent judgment is exercised in applying the monitoring procedures. Work is reviewed through analysis of records and reports and through discussions or problems encountered.

EXAMPLES OF WORK: (Illustrative Only)

- Monitors and enforces owner-occupancy of applicants;
- Maintains a system in which the Department shall be advised of all obligated rental unit vacancies;
- Informs the Director and legal department of all documented violators;
- Maintains files on occupancy status of all obligated rental units from all past and present Department-sponsored loans or grants;
- Updates rental unit files on a monthly basis;
- Monitors all Department-held service contracts;
- Maintains a master file on each contract;
- Maintains a contract summary sheet;
- Maintains monitoring visit summary sheet to be completed quarterly and maintained in master file;
- Prepares annual report on Relocation and Real Property Acquisition Activities;
- Oversees the compiling of information needed for compliance with the City of Albany’s Compliance Ordinance relative to the Albany Community Development Agency;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of basic monitoring principles, practices and procedures;
- Good knowledge of personal computers and office equipment;
- Good knowledge of office terminology;
- Ability to accurately prepare and maintain compliance files;
- Ability to understand and follow detailed oral and written instructions;
- Ability to prepare specific monitoring reports;
- Accuracy;
- Physical condition commensurate with the requirements of the position.

OVER

SEE REVERSE SIDE
MINIMUM QUALIFICATIONS:

a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Political Science, Criminal Justice, Business Administration or Human Services and one (1) year experience in the area of program compliance, low income housing matters or economic development initiatives; OR

b) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Political Science, Criminal Justice, Business Administration or Human Resources and three (3) years of experience in the area of program compliance, low income housing matters or economic development initiatives; OR

c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the area of program compliance, low income housing matters or economic development initiatives.

SPECIAL REQUIREMENT

A valid New York State driver’s license is required at the time of appointment and for the duration of employment.