

# POSITION VACANCY NOTICE

TO ALL EMPLOYEES AND PUBLIC HOUSING RESIDENTS

<b>Position Title:</b>	<b>Compliance Officer</b>	
	Minimum: \$50,000	Maximum: \$85,000
	<b>Note:</b> <i>Most SPHA positions start at the minimum rate, however some positions that require special qualifications, experience, or are in a job market shortage may start above the minimum.</i>	
<b>Summary of Duties:</b>	<p>This is highly responsible administrative work that ensures that the agency adheres to federal, state and local laws and regulations with special emphasis on U.S. Department of Housing and Urban Development program regulations as well as the Authority policies and procedures. The Compliance Officer will conduct, develop and implement the Authority's procedures and manuals for inspecting files in accordance with requirements for current residents, landlords, participants, and will train others in such procedures. Compliance Officer is responsible for ensuring that the staff/program compliance and performance in monitoring SEMAP indicators, Housing Quality Standards (HQS) inspections, rent reasonableness processes, and ongoing quality control reviews of all programs. In addition to the above, the Compliance Officer may performed other duties to include filling in for other positions at the Authority's housing management offices and will research information to provide recommendations for strategic planning based on analytical results, trending relevant data for use in agency planning.</p>	
<b>Minimum Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Management, Public or Business Administration from an accredited college or university. No experience substitution allowed.</li> <li>• Three years progressively responsible management experience in federally assisted or subsidized housing program</li> <li>• Computer proficiency in Windows operating system and MS Office software including Word, Excel and Power point. Able to operate Internet applications and email as well as external vendors' and proprietary software programs.</li> <li>• An equivalent combination of education and experience may be considered</li> <li>• Possession of valid Florida Driver's License.</li> </ul>	
<b>Location:</b>	St. Petersburg, Florida	
<b>Reports To:</b>	Chief Operating Officer	
<b>Application Instructions:</b>	<p><b>SPHA Employees:</b> Complete and sign an <u>Internal Position Interest Memo</u> prior to the closing date.</p> <p><b>Public Housing Residents:</b> Complete and sign SPHA Application prior to the closing date.</p> <p><b>Note:</b> Applicants must possess <b><u>all required qualifications</u></b> of the position to receive consideration.</p>	
<b>Closing Date:</b>	Open until filled.	

Date of Notice: February 28, 2018

St. Petersburg Housing Authority is a **Drug Free Work Place**