

Job Description

Job Title:	Regulatory Compliance Specialist		
Job Level:	N/A	FLSA Status:	Exempt/FT
Reports To:	Director of Compliance and Initiatives		

GENERAL SUMMARY

Manages activities associated with compliance and monitoring of local government entities in relation to the Affordable Housing Act and Rules including serving as point of contact for the local governments. Serve as the lead MFA employee for environmental reviews and lead based paint compliance. Serve as backup to the Director of Compliance and Initiatives for various compliance related functions in addition to assisting with department functions on an as-needed basis.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Serves as MFA's point of contact for New Mexico local government staff.
 - Attends conferences and meetings to provide information to local governments on MFA's products, programs and services.
 - Provides guidance, training and technical assistance to local government staff interested in MFA's products, programs and services.
- Manages activities associated with the Affordable Housing Act and Affordable Housing Act Rules, including:
 - Training and technical assistance for consultants, state and local governments, trade associations, governmental and other groups on the Act, Rules, process for developing plans and ordinances, and plan implementation;
 - Coordination of MFA review and approval of affordable housing plans and ordinances;
 - State and local government compliance with the Act and Rules;
 - Assistance to state and local governments in identifying and contracting with consultants and qualifying grantees in accordance with the Act and Rules;
 - Accurate and up-to-date documentation of affordable housing plans, ordinances and donation amounts;
 - Research and documentation of state and community affordable housing needs for use in affordable housing plans, ordinances and implementation efforts;
 - Presentations, outreach and marketing to promote contributions for affordable housing allowed by the Act and Rules;
 - Research and recommendation of innovative practices to assist state and local governments develop affordable housing;
 - Management of legislative allocations and contracts used to fund Affordable Housing Act activities; and

- Maintenance and updates to the Rules and related policies, procedures and manuals as necessary.
- Serves as lead MFA employee for environmental reviews of HUD-assisted projects and their potential environmental impacts to determine whether it complies with the National Environmental Policy Act (NEPA) and related laws and authorities. Training will be provided.
- Serves as lead MFA employee for monitoring compliance with the requirements of the HUD/EPA Lead-Based Paint Disclosure Rule and HUD's consolidated lead-based paint regulation, known as the Lead Safe Housing Rule. Both Rules implement the Residential Lead-Based Paint Hazard Reduction Act of 1992 (the "Act"). Training will be provided.
- Serves as back-up for Compliance-related responsibilities as trained and assigned by Director of Compliance and Initiatives.
- Develops and delivers effective public presentations.
- Performs other related duties of a similar nature and level as assigned.
- Employees are required to comply with safety regulations, procedures, and protocols

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in planning, public policy, public administration or related field is preferred and a minimum of five years of work experience in governmental relations, community planning or community development, preferably including work with federal housing programs.

Conditions of Employment

- Must have a valid driver's license, reliable transportation for in-state travel and be willing to use own vehicle for in-state travel (reimbursable mileage)

KNOWLEDGE, SKILLS, and ABILITIES

- Possess strong interpersonal skills at the level required for a community liaison.
- Possess strong writing, research and analytical skills.
- Prioritize work
- Relate to and interact with a non-traditional and diverse customers and employee population
- Work independently
- Balance competing requirements Apply listening skills, work under pressure, address conflict, solve problems, and make sound judgments
- Read, analyze, and interpret standards, policies, procedures, and regulations
- Develop and write reports, policies, and correspondence
- Handle common inquiries or complaints
- Effectively present information and respond to questions from customers, employees, and visitors
- Define problems, collect data, establish facts, and draw valid conclusions
- Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate(or learn to calculate) percent distributions, increase rates, and similar computations.

- Exercise good judgment and focus on detail as required by the job
- Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Use (or learn to use) computer software and systems applicable to the position
- Follow oral and written instructions and procedures
- Collect, organize, and interpret data and prepare accurate records
- Compare data from a variety of sources for accuracy and completeness
- Organize large volumes of detailed data and information
- Verify and maintain accuracy of detailed data and information, detect data errors
- Meet schedules and deadlines of the work unit
- Communicate in English effectively orally and in writing
- Maintain well-organized materials, files, systems and tools
- Adapt to changes in work situations and priorities
- Reason/analyze; use logic to identify and resolve problems
- Evaluate, organize, and summarize data and information
- Establish and maintain constructive and cooperative interpersonal relationships with employees, peers, supervisors, or managers in the work unit and other departments, as well as with employees of outside entities and other individuals, as applicable to the essential duties and responsibilities

Non-Negotiables

- Provide high level of quality service to external as well as internal customers 100% of the time.
- Promote a team environment 100% of the time.
- Positive support of management decisions.
- Dependable and productive
- Good communication and interpersonal skills
- Shows initiative and works independently
- Produces quality work products
- Exhibits adaptability and flexibility

WORK 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.

Work is performed in a standard office or indoor environment. Essential functions are regularly performed without exposure to adverse environmental conditions, however, employees may be exposed to minor inconveniences such as occasional noise, exposure to computer screens, crowded working conditions, and/or minor heating, cooling or ventilation problems.

Employees in the position may be exposed to rude/irate customers, or other individuals.

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.

Sedentary Work: Performing the essential functions typically requires exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently. The work involves sitting most of the time.

The work typically involves talking, hearing, and seeing; keyboarding, typing, and use of a computer monitor; moving and organizing papers and other light office materials; filing and retrieving documents; and similar sedentary office work.

MFA is an Equal Opportunity Employer.

Employee's Signature:	
Date:	
Supervisor's Signature:	
Supervisor's Title:	
Date:	

Date created:	
Dates revised:	8/15/2023