

**HOUSING AUTHORITY  
CITY OF KENNEWICK (KHA)  
JOB DESCRIPTION**

**TITLE:** Tax Credit Site Manager (Sunset Ridge Townhomes & Lilac Homes)

**REPORTS TO:** Director of Property Management

**DEFINITION:** Non-Exempt position responsible for management of the Sunset Ridge Town Homes/Bubble on Gum tax credit new housing development in accordance with the KHA, Department of Housing & Urban Development (HUD), Federal, State, local regulations and policies and Washington Landlord/Tenant Act for the fifty-eight tenants for these communities. Responsible for management of the Lilac Homes 100% homeless housing project in accordance with the KHA, Department of Housing & Urban Development (HUD), Federal, State, local regulations and policies and Washington Landlord/Tenant Act for the 16 participants living at the Lilac Homes community. Employee to coordinate with DSHS staff on the four (4) units with DSHS assistance.

**Essential Duties & Responsibilities:**

**Performance Area #1: Site Management Activities**

Responsible for on-site management activities and working in conjunction with maintenance staff to keep community decent, safe, and sanitary.

- Work through the initial lease-up phase for the 58 units. Maintain lease-up requirement afterwards working with prospective tenants to show vacant unit once they have named up for housing and once unit is accepted, complete lease-up activities with new tenant.
- Complete intake activities for new applicants and send them for compliance review and approval in order to expeditiously lease up vacant units once turned and available to lease.
- Work with tenants daily to assist tenants in maintaining compliance with the terms of lease agreement; address lease violations after consultation with supervisor; issue appropriate notices.
- Promptly alert KHA Maintenance/Development Director or Compliance Director if there are incidents where there are public safety concerns on the property, including police presence.
- Work in collaboration with Service Coordinator and FSS Coordinator in accessing training opportunities; and connecting tenants to community services. May work in conjunction with the Family Self-Sufficiency Coordinator to sign-up families for FSS program.
- Periodic walk-around of entire property; sanitization of laundry room and common areas within the Community Center as needed.
- Ongoing on-site monitoring activities as assigned.

**Performance Area #2: Day-to-Day Office Management Activities**

Responsible for all aspects of the program in accordance with KHA Policies and Procedures, IRS tax credit program rules, and HUD and all other applicable Federal, State, and local policies and regulations.

- Calculate participant rent for initial income exam, interim, annual, and special re-examinations with courtesy, accuracy and efficiency.
- Responsible for maintaining accurate client computer-based and physical case files and records.
- Reviews case files for program compliance to assure all documentation, information and signatures are current, complete, and accurate as required by the KHA, the IRS, HUD policies and regulations, and all other applicable Federal, State and local laws.
- Organizes and maintains participant files in the program-approved file format.
- May prepare and execute rent and Housing Assistance Payment (HAP) adjustments, repayment agreements, compliance and termination notices for PBV voucher holders, as assigned.
- May brief applicants to explain program requirements regarding KHA, HUD, local and State & Federal policies for admissions and continued assistance.
- Timely notification of participants via mail and/or email of any changes that impact their housing.
- Responsible for maintaining tracking spreadsheets for program utilization and identification.

**Lilac Homes:**

- Determine a participant's continued participation on time and with courtesy, accuracy and efficiency;
- May calculate participant rent for initial income exam, interim, annual and special re-examinations with courtesy, accuracy and efficiency;
- Coordinate with DSHS personnel for the four units with DSHS rental assistance; provide office space for DSHS personnel to meet with their client, if requested;
- Responsible for maintaining accurate client computer-based and physical case files and records;
- Reviews case files for program compliance to assure all documentation, information and signatures are current, complete, and accurate as required by the KHA, HUD policies and regulations, and all other applicable Federal, State and local laws;
- Organizes and maintains participant files in the KHA-approved file format;
- May prepare and execute rent and Housing Assistance Payment (HAP) adjustments, repayment agreements, compliance and termination notices for program and lease violation;
- May brief applicants to explain program requirements regarding KHA, HUD, local and State & Federal policies for admissions and continued assistance;
- Timely notification of participants via mail and/or email of any changes that impact their HAP contract and KHA program rules and regulations;
- Responsible for maintaining tracking spreadsheet for program utilization.

**Performance Area #3: Investigate Allegations of Fraud or Program Abuse & Participation in Informal Review/Hearing Process**

- Investigate or assist with the investigation of complaints or suspicions of fraud or program abuse, or lease violations and document and take timely, appropriate action per KHA, HUD, Federal, State and local policies and regulations as directed by supervisor.
- Schedules informal reviews, appeals or hearings and explains procedure to program participants. Takes appropriate action based on hearing finding by Hearing Officer.
- Develop informal review/hearing file and present it to Hearing Officer.
- Accurately testify as a part of the informal review/hearing process, if testimony is required.

#### **Performance Area #4: Essential Administrative Tasks**

- Attend *All Staff* meetings each month.
- Remain current and informed of legislative and regulations, Landlord/Tenant Act, PIH Notices, and implement new procedures as required.
- Attending required training and may provide training to other staff and/or participants to ensure compliance with KHA, IRS, Federal, State and local policies and guidelines.
- Maintain participant, applicant, staff, and agency confidentiality.
- Must be a team player and have the ability to work cohesively with all members of the KHA Team.

#### **Other Job Functions:**

- May conduct recruitment and outreach for program participation and/or may participate in “Stand Down” or “Homeless Connect” or “Point-in-Time Count” public events on a volunteer basis, as time allows. Requires supervisory approval.
- Other duties as assigned.

#### **Working Conditions:**

Physical: Majority of the duties are performed in an office environment while sitting at a desk or standing performing clerical/administrative functions or walking the grounds and up and down flights of stairs. Use of computer systems and office equipment is mandatory to the performance of the job duties. In some cases, duties will require performing minor physical activity for the maintenance of the agency master archive file system or distributing agency literature or tenant notices, which takes place in an inside and outside environment. Periodic monitoring throughout the community is a required function of this position.

#### **Mandatory Requirements:**

- Education & Experience: Two years of experience in managing Low Income Housing Tax Credit (LIHTC) properties or a public housing authority. Homeless housing experience is desirable. A two (2) year college degree in Human and/or Social Services, Accounting/ Bookkeeping, or Business Administration is acceptable, or combination for a total of two (2) years of experience/education in a related field is acceptable.
- Possess and maintain a Washington State Driver’s License and evidence of a good driving record for pre and continued employment, if license is from another state, a Washington State Driver’s License must be secured within 30 days of employment.
- Ability to successfully pass a pre-employment drug screening test and pre-employment criminal background check.
- Knowledge of professional business office practices and procedures.

#### **Ability to:**

- Become quickly knowledgeable with regard to Fair Housing and Washington State Landlord/Tenant Laws.
- Become knowledgeable of HUD subsidized housing programs.
- Become knowledgeable of administrative procedures, policies, and program regulations as they pertain to HUD’s Section 8 Housing Choice Voucher Program.
- Work effectively, accurately with frequent interruptions and meet short-term deadlines under pressure.
- Be personally bondable, dependable, work with little supervision, and be self-directed.

- Communicate effectively orally and in writing.
- Organize and establish priorities for work with courteousness, compassion and in a tactful manner.
- Speak effectively to applicants, participants, landlords, general public, and public officials.

Licenses, Certificate and Other Requirements:

- Must possess and maintain a State Driver's License and evidence of a good driving record for pre and continued employment. If driver's license is not through Washington state, must possess a valid Washington State Driver's License within 30 days of employment).
- Successfully complete the LIHTC compliance certification training course and pass the certification test within nine months of hire date.
- Successfully complete the Fair Housing and other assigned training modules within 90 days of employment.
- Ability to become certified on CPR and basic First Aid techniques when scheduled by KHA.
- Although not required for this position, the ability to read, write, speak and translate into languages other than the English Language (Spanish, Arabic, Burmese, Russian, or other languages) is viewed as a positive trait and would be utilized in this position.

**Note:** Due to the nature of the on-site duties of this position, this position is not eligible for remote teleworking from an employee's home.

**Any offer of employment by KHA is contingent upon the applicant's successful passage of a criminal background check, pre-employment physical, and drug/alcohol testing.**

*This is an at-will position subject to funding availability.*