

# Housing Community Developer II - Relocation and Compliance Specialist

**Salary** - \$66,103.86 - \$110,173.86 Annually

**Location** - FAIRFAX (FH22), VA

**Job Type** - FT Hourly W BN

**Job Number** - 24-01349

**Department** - Housing & Community Dev

**Opening Date** - 05/25/2024

**Closing Date** - 6/7/2024 11:59 PM Eastern

**Pay Grade** - S24

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4515188/housing-community-developer-ii-relocation-and-compliance-specialist?keywords=housing%20comm&pagetype=jobOpportunitiesJobs>

## Job Announcement

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to provide safe, affordable homes for the residents of Fairfax County; and assists the disabled and senior members of our community. Through our efforts nearly 20,000 people live in stable environments, including teachers, first responders and nurses who serve our County every day. Through our outreach, non-profit partners are able to join in this effort and provide necessary care for people with special needs. And with our assistance many people are able to purchase their first home.

Join our team to create safe, stable, inclusive, quality affordable homes in our community. Make a difference - come and work for us!

This position will play a critical role in protecting and ensuring fair treatment for persons whose residence is acquired and/or are forced to move by federal or federally-assisted programs or projects.

With complete knowledge of the federal, state and local relocation laws and policies, including the Uniform Relocation Act (URA), Virginia Housing Development Authority (VHDA) requirements, and the county's relocation guidelines, this position ensures residents being displaced due to redevelopment activity through project acquisition, rehabilitation, and/or development receive assistance and/or benefits according to applicable law or policy. Assists various divisions within the Department of Housing and Community Development (HCD) that construct, preserve, and acquire affordable units to understand which regulations and/or guidelines apply to projects and to ensure staff and third parties develop appropriate implementation plans to comply with the applicable requirements.

This position also has responsibility for compliance support for HCD's Homeownership Division, assisting in all aspects of compliance project management with Accessible Dwelling Unit (ADU), Workforce Dwelling Unit (WDU), Moderate Income Direct Sales (MIDS), and other homeownership programs.

Key Responsibilities include:

## **Relocation Project Management**

- Primary responsibility for all aspects of relocation project management for all FCRHA and Fairfax County-owned redevelopment projects necessitating displacement of residents
- Serves as the URA subject matter expert for HCD. Maintains complete knowledge of the URA involving projects funded with federal dollars and/or residents subsidized with federal Public Housing or Housing Choice Voucher assistance, Virginia Housing Development Authority (VHDA) requirements for VHDA-funded projects, and Fairfax County Tenant Relocation requirements for locally funded relocation projects
- Check all relevant databases or survey residents in units planned for purchase by AHPP, CDBG, HOME, and other grant-funding to minimize displacement, and determine URA or other relocation benefits
- For residents qualifying for URA benefits, ensures all benefit payments are accurate and distributed according to federal, state, and local standards required
- Coordinates with development partners, landlords, FCRHA property managers, movers, utility companies, and other service providers to ensure displaced persons receive all assistance and benefits to which they are entitled
- Advocates for displaced persons and makes appropriate referrals to other agencies or divisions within HCD. Determines eligibility for various residential relocation payments. Maintains complete and accurate relocation case files for each project and displaced person with required and pertinent information and documentation.

## **Relocation Monitoring Management**

- Oversees all aspects of relocation activities for FCRHA and grant financed projects, as well as other projects developed through such means as public-private partnerships or the county's Preservation Policy
- Serves as subject matter expert on relocation and provides information and sample templates for various aspects of the relocation process to ensure parties are aware of relocation requirements and properly document actions taken throughout the process, from entitlement review to relocation plan execution
- Reviews resident surveys and relocation plans submitted to HCD for accuracy and completeness of standards
- Establishes files and all necessary documentation to track relocation reviews and compliance
- Conduct site visits, onsite file reviews, and other follow-up, as necessary per relevant relocation requirements
- Ensures all audit standards are followed and met
- Serves on, and may lead, inter- and intra-department/agency teams for assigned redevelopment projects requiring relocation assistance and reviews
- Prepares and/or reviews budgets for relocation associated with FCRHA redevelopment projects.

## **Compliance Support**

- Assists in all aspects of compliance project management with ADU, WDU, MIDS, and other homeownership programs
- Maintains complete knowledge of the ADU, WDU, and other homeownership programs' ordinances, policies, and procedures
- Manages compliance tasks such as deed change requests, extended control period sales, foreclosures, program restriction expiration, and refinance requests

- Coordinates with lenders, realtors, escrow and title companies, county agencies, and inter- and intra-division collaboration to ensure compliance requests conform to program requirements
- Oversees owners' occupancy certification requirements and coordinates with the Office of the Fairfax County Attorney (OCA), Department of Planning & Development (DPD), and investigators to ensure compliance.

**Note:** The assigned program areas are affordable housing, program management, project management, rental programs, homeownership programs, inclusionary zoning programs, real estate sales, policy, compliance, lending, finance or contracts.

Read about Fairfax County Department of Housing and Community Development, click [here](#). And review [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2023 annual report.

We are committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. Click here to learn more about the [One Fairfax](#) policy.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness. Watch these videos to learn more:

- Click [here](#) to watch a video on Working for Fairfax County Government
- Click [here](#) to watch a video on benefits offered by Fairfax County Government.

## Employment Standards

### **MIMIMUM QUALIFICATIONS:**

[Any combination of education, experience, and training equivalent to the following:](#)

*(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")* Graduation from an accredited four-year college or university with a Bachelor's degree in a related field of study such as planning, engineering, architecture, economics, construction science, business or public administration, finance, real estate, social work, public policy or other related field, plus two years of experience related to assigned program area.

### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer.

### **PREFERRED QUALIFICATIONS:**

- In-depth knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), Virginia Housing Development Authority (VHDA) relocation requirements, and Fairfax County's Relocation Guidelines
- Experience in relocation project management and relocation assistance for residents being displaced due to redevelopment activity through project acquisition, rehabilitation, and/or development
- In-depth, progressive experience working with participants in the local, state, and/or federal affordable homeownership and rental programs.

- Knowledge and experience administering affordable homeownership programs, inclusionary zoning programs, and/or affordable and workforce dwelling unit programs
- Knowledge and experience administering down payment and closing costs assistance programs
- Ability to use technology for tracking, reporting, and analyzing, including experience developing and maintaining databases
- Exceptional written and verbal communication skills, including communicating with diverse populations
- Exceptional customer service skills
- Ability to plan and implement activities to ensure effective and efficient utilization of resources.

**PHYSICAL REQUIREMENTS:**

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview and may include practical exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.