



Loudoun County Government Career Opportunities

Fair Housing Coordinator

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Salary	\$61,809.80 - \$105,076.66 Annually	Location ⓘ	Leesburg, VA
Job Type	FT Salary W BN	Job Number	24-00260
Department	Housing and Community Development	Opening Date	04/15/2024
Closing Date	4/29/2024 11:59 PM Eastern	FLSA	Exempt
Grade	123		

<u>DESCRIPTION</u>	<u>BENEFITS</u>
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Welcome and thank you for your interest in employment with Loudoun County Government!

ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY. THE RESUME IS CONSIDERED SUPPLEMENTAL INFORMATION ONLY. APPLICATIONS THAT ARE INCOMPLETE OR INDICATE 'SEE RESUME' WILL NOT BE TAKEN INTO CONSIDERATION.

Introduction

The Department of Housing and Community Development (DHCD) has a unique opportunity to address quality of life issues for Loudoun County residents. Come be a part of our work to meet the unmet housing needs of our neighbors. This position is office-centered--you must physically report to the duty station stated in this announcement on a regular basis. Partial work-from-home flexibility may be authorized.

Job Summary

The Department of Housing & Community Development is currently seeking an energetic, experienced, qualified individual to serve as the Fair Housing Coordinator. The Fair Housing Coordinator is an important role for the Department and will be responsible for: providing education, training, and advice on fair housing, financial and housing counseling, universal design, accessibility, and Americans with Disabilities Act (ADA) compliance to County staff; informing current program rules and new program development to ensure fair housing compliance; reviewing fair housing complaints and potential program violations in County housing programs; and implementing key actions identified in the Unmet Housing Needs Strategic Plan (UHNSP).

Duties of the position include:

- Serves as the department subject matter expert on fair housing and provides information, training, and advice to County staff and the public regarding fair housing, universal design, accessibility, landlord/tenant affairs, and ADA needs.
- Conducts outreach activities such as meeting regularly with community groups to inform and educate on fair housing and landlord/tenant issues; provides up-to-date information through the County website and ongoing training opportunities; and regularly meets with renters, renter advocates, and landlords to address issues such as rent increase notices and tenancy terminations.
- Plans and manages an annual Fair Housing Symposium and Fair Housing Month events each April. •Oversees the ongoing fair housing testing contract and implementation of the County's fair housing plan.
- Researches and reviews fair housing complaints and accusations of potential program violations within County housing programs, makes necessary referrals, advises individuals on remedies and procedures, and recommends solutions to program managers.
- Works with consultants to identify and remove barriers to participation and improve housing opportunities for high-barrier households, ensure accessibility, and address language barriers and equity in County housing programs.
- Manages partnerships and contracts with financial planning and credit counseling agencies to improve access to financial literacy programs for county residents.
- Identifies and advises on emerging issues related to fair housing, such as impacts of evictions, functioning of housing programs, mobile home parks, transitioning from homeless to tenant, and various landlord/tenant affairs including payment plans for security deposit and other barriers to rental.
- Represents the department and County on regional committees and workgroups related to fair housing and tenants' rights.
- Maintains relationships with the Office of Equity and Inclusion and Accessibility Services Manager to ensure coordination.
- Develops/manages statistics and writes staff reports related to assigned duties.

Knowledge, Skills, Abilities:

- Knowledge of federal, state, and local laws, regulations, policy and practices regarding fair housing, real estate, fair lending, ADA, accessibility, and universal design principles. •Knowledge of fair housing testing policies and procedures.
- Knowledge of fair housing groups and agencies (e.g., nonprofits, state agencies, tenant groups) and best practices in fair housing.
- Knowledge of the legal system as it relates to eviction procedures, civil rights, housing law, and mediation of housing dispute best practices.

Salary commensurate with experience.

Minimum Qualifications

Bachelor's degree in Housing, Public Administration, Real Estate Development, Urban Planning, or Community Development, or related field; three (3) years of related work experience in a housing or public assistance area; or equivalent combination of education and experience.

Job Contingencies and Special Requirements

Employment is contingent upon successful completion of a criminal background, credit, and DMV check. A valid automobile driver's license and driving record check are required.

Outline your commitment and track record to diversity, equity and inclusion in a one-page statement. Experiences may include, but are not limited to the following:

- Lived experience as a member of an underrepresented group.
- Experience living, working and meaningfully interacting with individuals with a variety of identities.
- Track record of instilling equity and inclusion within operations

If your experiences are different from those listed and you have a commitment to diversity, equity and inclusion, please explain how you will manifest that commitment in this position.

Agency	Address	Phone	Website
Loudoun County Government	1 Harrison Street SE Leesburg, Virginia, 20175	7037770213	www.loudoun.gov