

Housing Regulations Specialist

How to apply: [Visit this website](#) and type 25925 in the search bar

Job Summary

This position is located in the Department of Housing and Community Development in the Housing Regulation Administration (HRA). HRA is responsible for the regulation and monitoring of compliance with District Laws related to rent control, sales and conversion of rental housing, for the District's two (2) affordable housing programs as well as the District's Inclusionary Zoning (IZ) Program.

The incumbent is responsible for supporting the IZ Program Manager to implement the IZ and Affordable Dwelling Units (ADU) compliance program. Incumbent ensures and monitors compliance of the administrative rules, declaration of covenants, regulations, zoning orders, and District laws and regulations on IZ, as well as, planned unit developments (PUDs), and ADUs in the District of Columbia.

Duties and Responsibilities

The incumbent will assist in managing, implementing, and ensuring compliance with all of the procedures applicable to the District's IZ Program and the ADUs within the HRA. Assists in the administration of the development of forms, applications, for-sale and rental price schedules of IZ units, education, and outreach sessions, as well as, daily database management of projects, notices of availability, and the maintenance of the IZ registry. Assesses the compliance with unique covenants and zoning orders promulgated through PUDs, which create affordable for-sale and for-rent units. Assesses compliance with IZ procedures, policies, and guidelines.

The incumbent will assist in developing written reports of determinations, including recommendations for corrective action, if necessary, and sends, receives, and processes IZ notices. Assists in the execution and management of the IZ lottery and databases as inclusionary Units become available and provides reports and other monitoring activities. Performs site visits as necessary to guarantee continued compliance with existing regulations. Assists in coordinating Departmental reviews and prepares or assists with the Department's responses to IZ matters, including proposed legislation, rules, and regulations. Identifies and recommends measures for Departmental consideration for migrating or eliminating any adverse impacts of Departmental activities and programs. Provides administrative support to the Rental Conversion, Sales Division, and the Rental Accommodations Division, as determined by the Housing Resource Administrator.

Qualifications and Education

Candidates must have at least one (1) year of specialized experience equivalent to the next lower grade level, or its non-District equivalent. Specialized experience is experience which is directly related to the position and has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position. Examples of specialized experience include: excellent written and verbal communication skills, including the ability to make complicated processes and procedures simple for people with various education and experience levels. Top candidates should also be detail-oriented

and able to manage a large caseload of developments and tasks in a timely manner. Top candidates should also be a team player, able to work independently and as part of a team and with experience in databases, including Microsoft Excel.

Licenses and Certification

N/A

Work Environment/Conditions

The work is sedentary.

Other Significant Facts

Tour of Duty: Monday – Friday 8:15 AM – 4:45 PM (Subject to change)

Pay Plan, Series, Grade: CS-1801-12

Promotion Potential: No Known Promotion Potential

Collective Bargaining Unit: This position is in a collective bargaining unit.

Duration of Appointment: Career Service Full-Time

Vacancy: One (1)

Position Designation (If applicable): This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.