

## SPRINGFIELD HOUSING AUTHORITY

200 North Eleventh Street  
Springfield, IL 62703

### Position Vacancy

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

## Section 3 Compliance Manager

*Full -Time Position/Salary Range: Negotiable*

### POSITION SUMMARY:

This is a highly responsible senior manager position involving a diversity of duties, including extensive program analysis, data and information collection, compliance monitoring, preparation of reports, compliance oversight responsibilities and other duties which may involve training. Position works with SHA's internal divisions, contractors, vendors, residents, the public, HUD, DOL, municipal partners, and developers.

### EDUCATION AND EXPERIENCE:

- B.A./B.S. Degree in Public Administration, Business Administration, Business Management, Economic Development or a related field;
- five (5) years of progressive experience in the social services field directly responsible for program development, grant formulation, program fiscal monitoring, staff supervision, program evaluation and administration,
- three (3) years supervisory experience;
- three (3) years of experience in budget administration and development, grant writing implementation and administration;
- or any equivalent combination of education, work experience, or certifications that provides the necessary knowledge, skills and abilities.

### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to apply HUD's Section 3 Program regulations and various other community programs, policies, and procedures; Knowledge and understanding of social and economic problems and special needs faced by lower income families; Knowledge of occupational hazards and applicable precautionary measures; Skill in problem solving and strong analytical ability; Skill in the proficient use of office equipment, computers, and software; Skill in typing 40 WPM with accuracy; Skill in maintaining accurate and complete complex records and calculate statistical Section 3 reports; Ability to manage the Section 3 Program and work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to develop and implement area policies and procedures to improve existing operations; Ability to represent SHA as a manager; initiate, and maintain positive public and interpersonal relationships; and communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, co-workers, and Commissioners) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to train and facilitate training to various groups including residents; Ability to recruit low-income residents through local advertising media, and various other means of communication, as well as maintain contacts with social services and community organizations and public or private agencies operating within the metropolitan area in which the Section 3 covered programs are located or similar methods; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver; Ability to travel periodically.

### APPLICATIONS SHOULD BE FORWARDED TO:

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

Employment Applications are Available on the SHA Website:

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link below:

<https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=486778177>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 2/28/2024 – 3/9/2024

***This position will remain open until filled***

County Residency Required Within One Year of Employment

**The Springfield Housing Authority is an Equal Opportunity Employer**