

## Supervisor - Physical Inspection

Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Supervisor – Physical Inspection to build upon their 50+ year leadership in housing finance.

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments. This position is housed within the following group:

**Rental Compliance:** Ensures the operational compliance of properties assisted by IHDA loans, grants, or tax credits through: physical inspections based on applicable HQS, UPCS, and REAC standards; review/monitoring of capital improvement requests; management, occupancy, and tenant file reviews; rent/income limit/utility allowance calculations; affirmative marketing plan review/approval; tenant selection plan review/approval; management plan review/approval; and tenant/management relations.

### Responsibilities:

- Analyzes risk and regulatory requirements to develop and maintains a schedule and assignments for required physical inspection activities in coordination with Assistant Director – Rental Compliance.
- Informally pairs Physical Inspectors with a compliance group for each project inclusive of an Asset Manager, Compliance Analyst, and Financial Analyst assigned to the same portfolio of projects.
- Appropriately refers troubled properties to the Portfolio Risk Management group.
- Develops and maintains a strong working relationship with USDA Rural Development staff to ensure appropriate coordination and information sharing in accordance with the related memorandum of understanding.
- Oversees and facilitates participation in HUD Inspection Realignment pilot and similar initiatives.
- Plans, schedules, coordinates, and leads regular physical compliance meetings.
- Serves as a liaison for program auditors and audits as requested and in cooperation with Executive group.
- Requires the ability to bend, stoop, crouch, reach, stand, walk, climb, as well as push, pull, lift, carry, and move materials weighing up to 50 pounds.
- Performs other duties and handles other special projects/initiatives as assigned.

**Requirements:**

*Education:* Bachelor's degree required. Master's degree preferred. Experience may be substituted for education at the discretion of the Asset Management department.

*Experience:* At least 5 years' experience conducting inspections, bid reviews, and physical needs assessments for Federally-financed affordable multifamily rental housing developments required. At least 3 years of supervisory experience required.

Proficiency in Housing Quality Standards (HQS), Real Estate Assessment Center (REAC), and Uniform Physical Condition Standards (UPCS) required.

Thorough knowledge of the following funding sources/programs desired: LIHTC, HOME, Section 8, Risk Share, Tax Exempt Bonds, and Illinois Affordable Housing Trust Fund.

Proficiency in Microsoft Office Suite and HUD inspection software, including REAC, required.

*Training:* General physical inspection and UPCS, HQS, and REAC training required (achieved within one year or earliest available date, whichever is later).

*Certifications:* REAC certification (achieved within one year or earliest available date, whichever is later). In tandem with REAC certification, must obtain and maintain related required insurance/bonding.

*Valid Driver's License:* Required.

*Access to Personal Vehicle:* Required along with appropriate insurance.

*Frequency of Travel:* Infrequent – 5-10% annually.

**Excellence benefits package, including 401 (k); immediate vesting.**

To apply, please submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=260500&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=260500&source=CC2&lang=en_US)

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