

Contract Renewal Specialist

Full-Time Position

Annual Base Salary Range: \$46,000 - \$51,000

OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is responsible for administering numerous federal and state affordable housing-related programs targeted to Missourians with extremely-low to moderate incomes.

The state of Missouri receives millions of federal and state dollars each year to provide housing-related assistance and facilitate the development of affordable housing. In addition to MHDC's administration of typical housing-related funding, as a result of the COVID-19 pandemic, millions of dollars in additional federal funding is currently being distributed through MHDC to provide housing relief for homeless and extremely-low to moderate income individuals and households.

CULTURE

MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state. MHDC is a relatively small organization with fewer than 150 staff and maintains a high staff retention rate. The COVID-19 pandemic has demanded transformation in the way work is completed and how organizations function. MHDC values staff input throughout exciting organizational improvements.

BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, flexible scheduling, life balance including with generous time off, casual dress code, downtown location with paid parking, and extensive benefits. In addition, MHDC is a governmental employer, which may provide qualifying employment for the Public Service Loan Forgiveness Program (PSLF).

- Part-time Teleworking (minimum 2 days a week in office for most positions)
- Telework Technology and Equipment Provided
- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- Tuition Reimbursement
- Immediate Time-off Accrual and Use
 - 3 Weeks Paid Time-off (annual)
 - 3 Weeks Paid Time-off (medical)
 - 13 Paid Holidays (annually)
 - 6 Weeks Paid Parental Leave
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

COMPENSATION

	Low	High
Annual Base Salary	\$46,000	\$51,000
Annual Benefits Value	\$38,860	\$41,687
TOTAL COMPENSATION VALUE:	\$84,860	\$92,687

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

- Part-Time Teleworking – equipment will be provided
- In-office (up to full-time) in the St. Louis, Missouri office

ROLES AND RESPONSIBILITIES

MHDC is seeking a full-time Contract Renewal Specialist to support the overall planning and coordination for contract renewals and rent adjustments and funding renewals.

ESSENTIAL DUTIES

- Direct and assist in the overall planning, direction, and coordination of IBPS tasks 3, 4, 5, 14, and 15.
- Oversee the process of Contract Renewals, Rent Adjustments, Funding Renewals, and expired/terminated contracts verifying compliance with MHDC's stated policies and procedures and HUD's rules and regulations.
- Perform Quality Control (QC) functions for the PBCA that includes reviewing processed contract renewals, rent adjustments, funding renewals, and expired/terminated contracts and preparing Corrective/Preventative Action notices for staff to correct.
- Assist staff by interpreting and clarifying HUD guidelines, directives, and regulations for processing.
- Delegate tasks to ensure accurate and timely completion of team responsibilities.
- Provide historical data, as needed, and timely updates to monthly PBCA Hot Topics, task status tracking and portfolio reports to Department Manager.
- Prepare all monthly, quarterly, and annual billing reports for HUD.
- Maintain a working knowledge of how to input/retrieve data into/from REMS, HDS, LOCCS and TRACS
- Audit and interpret contracts for required content and to ensure that they meet the Housing and Urban Development (HUD) and MHDC guidelines.
- Forward contracts to HUD when eligibility requirements and guidelines have been met.
- Communicate with developments (or management agents) to obtain and clarify information to resolve any content, error, or discrepancy issues.
- Contact development when contracts are complete and send out for signatures.
- Serve as liaison between HUD and management agents.
- Exercise the authority to approve contracts.
- Enter data into HDS – Project Portfolio.
- Update HUD's website.
- Track and monitor all contracts in portfolio.
- Forward appropriate notices in a timely fashion. E.g. thirteen month notices that contracts are about to expire, 150 day letters, 2nd notices, etc.
- Maintain an accurate listing of HUD project managers assigned to each contract.
- Present any findings of non-compliance or potential trouble to immediate supervisor for review.
- Communicate non-compliance findings to the developments and HUD and follow up until resolved.
- Analyze and find resolution to any discrepancies.
- Prepare all necessary information relative to collections, delinquencies, foreclosures, etc.
- Coordinate with owner and HUD the execution of HUD Form 2530 - Previous Participation Certification for Owner/Management changes.
- Notify specified MHDC Departments of address and Owner/Management changes including providing updated banking information.
- Prepare HAP Assignment and Assumption Agreements of HAP Section 8 Contracts for MHDC Director to sign and coordinate with HUD for final execution.
- Coordinate the internal technical review of contract services.

- Compile data and draft documents or reports as requested or necessary for the efficient administration of business.
- Competently utilize software systems.
- Travel as directed, including long distance travel and overnight and extended stays, if necessary.
- Maintain appropriate files and documentation as necessary or required.
- Must comply with all policies of MHDC.
- Must comply with any reasonable request of any member of management.
- Conduct self in a professional manner and project a positive image of the agency at all times through communications, attitude, and appearance.
- Perform other related duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience

- A minimum of a Bachelor's degree from an accredited college or university with a minimum of three years of professional relevant experience.
- Individual must have the ability to read, write, understand and spell the English language, and the ability to communicate with individuals or groups by phone or in person.
- Must have the ability to receive, recall and follow communications and complex oral or written instructions.
- Experience working in government a plus.

Physical Demands

- The physical demands that must be met to successfully perform the essential functions of this position include being able to regularly sit, stand, walk, grasp, turn wrists, manipulate fingers, talk, see and hear. The employee must occasionally lift and move up to 10 pounds.

Skills

- Utilize Microsoft office systems proficiently.
- Project management and organization.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.
- Demonstrate excellent written and oral communication skills.
- Attention to detail.
- Speak competently to large and small groups.
- Openness and adaptability to quickly changing workloads and deadlines.

To be considered for the position, please submit your resume and cover letter online. Incomplete resumes, including information without salary history, will not be considered.