

HUD Program Administrator – *Environmental Compliance*

Full-Time Position

Salary Range: \$52,500 - \$58,500/year

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. MHDC works with many partners and stakeholders throughout the state of Missouri to fulfill MHDC's mission and goal to increase the availability of affordable housing through three main programmatic areas of affordable housing supply and demand needs: (1) Affordable Housing Development; (2) Single Family Homeownership; and (3) Homelessness Assistance.

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. In recent years MHDC has embraced the 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 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). Below are just some of the benefits that MHDC is able to offer to full-time employees:

- Hybrid Teleworking-eligible position after 90 days (minimum 2 days a week in office)
- 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 (annually)
- 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	\$52,500	\$58,500
Annual Benefits Value	\$43,285	\$46,678
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TOTAL COMPENSATION VALUE:**	\$95,785	\$105,178

** Actual total compensation is based on benefits elections.

WORKING REQUIREMENTS

- Hybrid Teleworking-eligible position after 90 days
- In-office (up to full-time) in the Kansas City, Missouri office

ROLES AND RESPONSIBILITIES

MHDC is seeking a full-time Housing Program Administrator to assist with the administration and coordination of the environmental review procedures in compliance with the U.S. Department of Housing and Urban Development's (HUD) Environmental Policies as they relate to the National Environmental Protection Act (NEPA) of 1969. The Housing Program Administrator will work individually and as part of a team to assist with the preparation and oversight of environmental compliance requirements of housing-related funding awarded to non-profit organizations, local governments, affordable housing developers or other contracted entities throughout the state.

ESSENTIAL DUTIES

- Administer and coordinate environmental compliance activities as it relates to applicable policies, procedures, standards, and housing programs.
- Prepare environmental review records, including environmental assessments, statutory checklists, technical analysis, and other related environmental documentation and forms.
- Maintain up-to-date knowledge of applicable program regulations, requirements, and guidance.
- Conduct consultation with internal and external parties related to the environmental review process.
- Provide technical assistance and desk review monitoring for environmental compliance.
- Set up and maintain organization of program files, records, correspondence for the effective administration of applicable program(s).
- Actively monitor and track project progress and program reporting deadlines.
- Review applications and project proposals to determine eligibility in accordance with program regulation and guidelines.
- Assist in the development, implementation and maintenance of internal and external program materials, policies and procedures.
- Produce updates to existing reports as necessary. Collaborate with other state agencies or other entities as required.
- Compile data and draft documents or reports as requested or necessary.
- Utilize new and existing systems to conduct research or generate documentation related to the environmental compliance process.
- Ensure all program reports are created in a timely manner and all reporting deadlines are met.
- Provide on-going communication and reporting to outside federal and state agencies.
- Represent MHDC at meetings, conferences and speaking engagements, as requested.
- Travel throughout Missouri as directed, including long distance travel, overnight and extended stays when necessary.
- Other duties as assigned.

DESIRED QUALIFICATIONS

Education and Experience

- Bachelor's degree in Environmental Sciences, Urban Planning, Public Administration, Community or Economic Development, or a closely related field preferred.
- The ideal candidate will have a background in public policy and administration, prior knowledge and experience planning, implementing, and administering of local, state, and/or federal funding.
- Experience with Related Federal Laws and Authorities as described under the National Environmental Policy Act (NEPA) of 1969, Housing and Urban Development (HUD) Environmental Policies, and related laws/authorities is a plus, but not required.

Skills

- Ability to effectively analyze and synthesize quantitative data and communicate results in a timely manner.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.

- Utilize Microsoft office systems proficiently with strong skills in Excel.
- 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 information, including cover letters without salary history, will not be considered.