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Job Title: INCLUSIONARY ZONING COMPLIANCE SPECIALIST

Grade: CS-1801-11

Salary Range: $68,870 - $88,787

Job Summary:

This position is located at the Department of Housing and Community Development in the Housing Regulation Administration (HRA).

Duties and Responsibilities:

Assists in managing, implementing, and assuring compliance with all of the procedures applicable to the District's Inclusionary Zoning Program (IZ). Assists with assuring compliance of Planned Unit Development (PUD) Affordable Dwelling Units and Affordable Dwelling Units (ADU) created through public financing, and as required by law.
Specifically:
Supports the IZ program manager to establish the Inclusionary Zoning and ADU compliance program, ensure and monitor compliance of the administrative rules, Declaration of Covenants, regulations, Zoning Orders, and District laws guiding Inclusionary Zoning, as well as Planned Unit Developments, and Affordable Dwelling Units in the District of Columbia, including: assists in the establishment of the Inclusionary Zoning program, including the development of forms, applications, for-sale and rental price schedule of IZ units, education and outreach sessions, as well as daily database management of projects, notices of availability, and the development of the IZ registry.
Assists with compliance with unique covenants and zoning orders promulgated through Planned Unit Developments; Planning overlays determined through the Office of Planning which created affordable for-sale units; and standard covenants on for sale and rental Inclusionary Units. Assesses compliance with Inclusionary Zoning procedures, policies and guidelines.
Assists in developing written reports of determinations, including recommendations for corrective action, if necessary. Performs site visits as necessary to guarantee continued compliance with existing regulations.
Provides administrative assistance to the Housing Regulation Administration manager on matters pertaining to the compliance process, the Division, along with other program monitoring duties as required.
Assists in coordinating Departmental reviews, and prepares or assists with the Department's comments on inclusionary zoning matters, including proposed legislation, rules, and regulations. Identifies and recommends measures for Departmental consideration

Qualifications and Education

Knowledge of the current legislation and regulations necessary to ensure income and use compliance with covenants on new and existing IZ, ADU, and PUD units. Knowledge of affordable housing development policy. Knowledge of housing finance and public finance. Knowledge of Inclusionary Zoning, Moderately Priced Dwelling Unit, Planned Unit Developments or Affordable Dwelling Unit programs.

Knowledge and experience involved in providing timely and appropriate responses to developers and public constituents for an Inclusionary Zoning and/or Affordable Dwelling Unit Program. Knowledge of how to draw conclusions, devise solutions / problem-solving, draft written reports, make oral presentations, and relate findings clearly, concisely and effectively.