



Job Description



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Inclus. Zoning Program Mgr.

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Job ID 30676
Location 1800 MLK AVE. SE
Date Opened 11/20/2025
Date Closed 12/28/2025
Minimum Rate \$114,441.00
Maximum Rate \$160,216.00
Target Openings 1
Available Openings 1

Full/Part Time Full-Time
Regular/Temporary Regular
Area of Consideration Open to Public
Agency Dept Housing & Comm Dev
Grade 14
Bargaining Unit CH11
Type of Appointment MSS - Reg Appt

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General Job Information

JOB SUMMARY

This position is located in the Department of Housing and Community Development (DHCD), Inclusionary Zoning Program, DHCD mission is to produce and preserve opportunities for affordable housing and economic development and to revitalize underserved communities in the District of Columbia.

The incumbent is responsible for directing all activities associated with the management, monitoring, and maintenance of the compliance programs and processes for the District's Inclusionary Zoning Program (IZ). This includes but is not limited to, reviewing the end-to-end process; comparing current practices and processes to a set of best-in-class or most common practices; identifying gaps or voids; developing and implementing program or process improvements; and designing and implementing forms, applications, outreach initiatives, and for-sale and rental price schedules for IZ units.

MAJOR DUTIES AND RESPONSIBILITIES

Leads a team of specialists to ensure compliance with DHCD's policies, procedures and program objectives including programs such as the Planned Unit Development (PUD) and the Affordable Dwelling Units (ADU) created through public financing, applicable District and Federal laws, rules, and regulations, ensuring alignment with organizational goals. Conducts scheduled and unscheduled site visits and collaborates with senior staff to improve processes in response to changing environments, trends, and best practices. Oversees workflow and program processes by planning, assigning, and directing work by allocating assignments to subordinate employees, providing clear instructions, and setting priorities in order to ensure efficient and effective program operations. Evaluates employee performance through formal reviews and continuous feedback; identifies training needs; and provides coaching, mentoring, and developmental opportunities in order to maximize individual and team performance. Participates in and leads personnel actions within the Inclusionary Zoning unit by serving on interview panels and making recommendations regarding appointments, promotions, awards, disciplinary actions, separations, and reassignments in order to maintain a skilled and high-performing workforce. Addresses employee concerns and workplace matters by effectively handling suggestions, complaints, and grievances in order to maintain positive employee relations and ensure fair and consistent management practices.

Directs the management, monitoring and reporting related to the IZ programs that could include: addressing issues and negotiating and documenting any changes, as appropriate; directing investigations and claims through conclusion and making recommendations; managing the IZ lottery as inclusionary units become available; and developing and implementing solutions to eliminate bottlenecks impeding the timely execution and completion of IZ related processes, procedures and programs; Manage the IZ lottery as inclusionary units become available. Prepares and maintains current IZ plans, appropriate milestone charts, and related schedules and could include developing portfolio objectives and constructing the contractual vehicles, as required; overseeing the resolution of all IZ issues; monitoring and managing associated budgets including reconciliation of expenditures and funds; and serving as a senior advisor to program officials involving IZ programs and or processes, including compliance related issues. Reviews, creates, and maintains land documents including deeds, deeds of trust, declarations of covenants, land disposition agreements, and zoning orders. The incumbent provides leadership to senior staff in designing and implementing compliance monitoring programs, identifies deficiencies, and develops remediation strategies in response to audit findings. The incumbent also ensures that internal processes and controls for IZ programs are appropriate to fully meet all statutory and regulatory requirements.

QUALIFICATIONS AND EDUCATION

Specialized experience is experience which is directly related to the position which has equipped the individual with the knowledge, skills and abilities to successfully perform the duties of the position to be filled. To be creditable, the incumbent must possess at least one (1) year of specialized experience equivalent to the next lower grade level in the normal line of progression.

LICENSE AND CERTIFICATION

None

WORKING CONDITIONS/ENVIRONMENT

Work is performed in a normal office setting.

Other Significant Facts

Tour of Duty: Monday – Friday 8:15 AM – 4:45 PM (Subject to change)

Pay Plan, Series, Grade: MS-1801-14

Promotion Potential: No Known Promotion Potential

Collective Bargaining Unit (Non-Union): This position is not covered under collective bargaining.

Duration of Appointment: This is an at-will Manager Supervisory Service (MSS) position.

Area of Consideration: Open to the Public.

Position Designation: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

Residency Requirement: If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.