

DIRECTOR - SECTION 8
RENTAL ASSISTANCE PROGRAM

GENERAL STATEMENT OF DUTIES: Administers Section 8 Rental Assistance Program for a municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level official, an incumbent of this class is responsible for the overall direction and management of the Section 8 Rental Assistance Program. Duties include the preparation of the program budget and supportive financial reports, tenant selection and eligibility, program outreach activities, and program monitoring to assure compliance with HUD (Housing & Urban Development) regulations. Supervision is exercised over the work of all subordinate employees.

EXAMPLES OF WORK: (Illustrative Only)

Directs the Section 8 Rental Assistance Program within a municipality;

Makes policy recommendations for overall program operations;

Develops and prepares grant applications to secure program funding;

Prepares, amends, and executes the annual program budget;

Prepares quarterly financial projections to determine program funding levels;

Works with local officials on applications for new units, program administration and budget plans, information pertaining to revisions in HUD regulations;

Deals directly with HUD officials in relation to program audits, reports and studies;

Screens, selects, and approves program applicants;

Reviews program applications and prepares income analysis statement to determine eligibility;

Establishes an outreach program to effectively publicize the program objectives, eligibility guidelines and application procedures;

Establishes a working relationship with landlords, in relation to program purpose, execution of initial and renegotiated leases, inspection and reinspection of rental housing units, tenant complaints;

Responsible for the initial and on-going inspection of rental housing units to assure compliance to HUD standards;

Establishes record-keeping systems for tenant files, financial reports, correspondence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of publicly assisted housing programs, eligibility standards and types of available assistance; good knowledge of the municipal rental market; good knowledge of the principles and practices of soliciting and securing government funding; good administrative and interviewing skills; ability to effectively communicate both orally and in writing; initiative; good judgment; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) graduation from a recognized college or university with a Bachelor's Degree*; or (b) four (4) years of work experience, including or supplemented by two (2) years of experience dealing with governmental housing programs; or (c) any satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.