

PROGRAM ADMINISTRATOR (HOUSING AND COMMUNITY DEVELOPMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class administers housing assistance programs. Responsibilities involve considerable public contact, representing the County in contacts with federal, state and local public officials, industry, professional and civic organizations and other community groups. In addition, an incumbent has administrative responsibility over program operations, (i.e., budgeting, recruitment and training of personnel, accounting). This class differs from the Program Specialist (Housing and Planning) by the greater degree of administrative and supervisory responsibility over existing programs, responsibility for assisting in developing and coordinating new housing assistance and rehabilitation programs, and in assisting in the integration of these programs into the County's Housing Implementation Plan. Supervision may be exercised over professional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in planning, implementing and evaluating the housing operation programs of the Division;

Interprets federal, state and local laws and regulations relating to housing programs of the Division;

Manages all activities associated with the administration of affordable housing assistance such as negotiating with owners and attorneys, preparing and executing leases and other contractual documents, and resolving landlord/tenant disputes for housing related services;

Certifies applicant eligibility by examining sources of income and valuation of their assets;

Provides technical assistance to owners concerning housing quality standards and rehabilitation requirements;

Interprets program regulations and County policy for service delivery;

Interprets federal, state and local laws and regulations relating to housing programs;

Assists in planning, conducting and overseeing the staff training and development program;

Plans, organizes and supervises the work activities of all subordinate professionals and non-professional staff;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Coordinates the planning, preparation and delivery of related work program elements with other professional staff such as the Program Administrator (Building Rehabilitation Services), and Program Specialist (Housing and Planning), and staff from other departments including Social Services and Health;

Establishes and maintains liaison with representatives of private industry groups, community organizations and other governmental agencies to develop outreach materials and conduct outreach activities for the targeted programs;

Assists in developing program policy recommendations including legislative program policy;

Monitors the implementation of administrative practices and procedures for ongoing program operations, federal and state monitoring and auditing inspections, and performance reviews;

Prepares and interprets a wide variety of narrative and tabular reports necessary for program control and evaluation activities;

Supervises the conduct of research studies and surveys of housing conditions necessary to plan program changes and develop new programs;

Represents the County by participating in panels, workshops, conferences as an expert in housing program operations;

Develops schedules, budgets and other program control materials needed to ensure cost effective operations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of housing and community development program legislation, programs, analysis and implementation; good knowledge of housing and rehabilitation program eligibility criteria, program standards and administrative practices; good knowledge of Westchester County housing availability and municipal housing goals; ability to coordinate and supervise the work of subordinate professional staff; ability to establish and maintain effective working relationships, particularly with federal, state and local government representatives, property owners, tenants, lenders and staff in planning and conducting housing assistance programs; ability to communicate effectively, both orally and in writing; ability to effectively

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd).

use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; good judgment; initiative; resourcefulness; organization and planning skills; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) a Bachelor's Degree* and four year of experience which involved housing assistance, housing development, planning or building or community rehabilitation; or (b) eight years of experience as described in (a).

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Business Administration, Public Administration, Urban Planning, Landscape Architecture, Civil Engineering, or a related field in Architecture or Engineering may be substituted on a year for year basis for up to two years of the required 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 Department of Education as a post-secondary, degree-granting institution.