

PROGRAM SPECIALIST (HOUSING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position is responsible for the monitoring of current housing programs including the participation in the design and implementation of new and/or improved programs. The incumbent may function as a liaison with local officials and landlords, and provide technical expertise regarding housing programs, regulations and financing procedures. Supervision may be exercised over a small number of subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the design and implementation of programs to improve the quality and availability of housing for recipients;

Coordinates the housing policies and work activities of the Department in conjunction with local government programs and policies;

Acts as a liaison with local officials and landlords; meets regularly with local building department and rehabilitation officials to develop building strategies;

Assists in the resolution of tenant problems;

Serves as staff liaison with the Housing Action Council for program development and contract compliance;

Monitors housing program activities to ensure compliance with local, state and Federal housing regulations;

May supervise centralized functions relating to housing services;

Evaluates current programs and makes recommendations for improvements;

Prepares records and status reports as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of DSS housing and income maintenance programs, laws and regulations; good knowledge of the principles and practices of administering sound service systems; good knowledge of local, state and federal housing related programs, laws and regulations; working knowledge of DSS organization, policies, procedures and objectives; good knowledge of the principles and practices of supervision; familiarity with the capabilities of electronic data processing; ability to formulate housing strategies and make verbal presentations; ability to design and utilize effective reporting systems; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with DSS staff, local officials and other professionals; ability to instruct employees in program requirements; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of professional housing and/or social work experience including one year involving program analysis, development or control.

SUBSTITUTION: Graduate* level education may be substituted for the above experience at the rate of 30 credits per year for up to two years. There is no substitute for the year of specialized 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.