

## PROGRAM SPECIALIST (HOUSING AND PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for assisting in the management of local, state and federal housing programs including Section 8 and the Community Development Block Grant in the Department of Planning. Work involves determining applicant eligibility, preparing financial analyses, case and project research, and meeting with representatives from federal, state and local agencies as well as lending institutions. Supervision is exercised over program support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises Rental Assistance Program personnel by delegating, reviewing and evaluating work to ensure compliance to program rules, regulations and policies;

Maintains and reviews applicant files and ensures that all appropriate documentation is submitted;

Monitors the status of ongoing cases to ensure timely review and processing;

Reviews all applications for assistance to determine eligibility;

Prepares written correspondence to applicants explaining program criteria;

Develops program materials as necessary; ensures prompt and appropriate dissemination of program materials to departmental staff and selected target areas;

Evaluates renting costs, debt services, construction costs and applicant income to determine client eligibility for departmental loan or assistance;

Prepares financial evaluations for eligible applicants;

Conducts site visits and field inspections; conducts interviews with applicants as necessary;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of and the ability to comprehend complex housing programs, including the Section 8 Rental Assistance and/or Community Development Block Grant low-interest loan programs; good knowledge of all rules, regulations and guidelines relating to community development and housing assistance planning; ability to critically analyze and evaluate housing rehabilitation projects and/or Section 8 rental assistance issues; ability to express ideas clearly and concisely, both orally and in writing; ability to exercise tact

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont'd.)

and skill in dealing with chief executives, public officials, the general public and other professionals; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; good judgment; initiative; 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) Bachelor's Degree\* and two years of experience where the primary function of the position was in housing assistance, housing development, planning or building or community rehabilitation; or (b) six years of experience as described in (a).

SUBSTITUTION: Satisfactory completion of 30 credits towards a Masters 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 the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment.

DEFINITIONS: Housing Assistance is defined as experience directly assisting a family or household with the placement of housing or housing subsidies.

Housing Development is defined as experience in the feasibility, underwriting, or financial structuring associated with the production, development and/or rehabilitation of housing.