

DIRECTOR - SECTION 8
RENTAL ASSISTANCE PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level official, an incumbent of this class is responsible for the overall administration of the Section 8 Rental Assistance Program for a municipality. 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. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the Section 8 Rental Assistance Program within a municipality;

Interprets federal, state and local laws, local codes, ordinances and regulations relating to the implementation of Section 8 Rental Assistance Program services;

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 and updating 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 re-inspection 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 as mandated by Federal and State reporting requirements;

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

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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; good judgment; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two (2) years of experience where the primary function is performing administrative tasks related to the operation of a public housing program such as: reviewing and approving housing applications, interviewing applicants for program eligibility, performing background checks and income verification.

*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.