

STAFF ASSISTANT - SECTION 8 RENTAL ASSISTANCE PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level official, an incumbent of this class is responsible for assisting in the overall development and delivery of Section 8 housing assistance services offered under the regulations of HUD (Housing & Urban Development) within a municipality. Duties include assisting in the preparation of the program budget and financial reports, tenant evaluations and referrals for appropriate housing-related services, and the monitoring of program and outreach activities; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration of the Section 8 Rental Assistance Program within a municipality;

Negotiates with owners and attorneys concerning terms of program participation;

Prepares and executes lease and other contractual documents;

Assists in the preparation of the program budget and financial funding projections;

Assists in the resolution of landlord/tenant disputes;

Refers tenants for additional housing-related services such budget and benefits counseling, Family self-sufficiency Program, legal assistance, etc.;

Screens, selects and evaluates tenant eligibility for particular programs;

Conducts all activities necessary to complete tenant certification and vouchering;

Assists in identifying target neighborhoods and new program needs based upon knowledge of local housing conditions and rent levels;

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

Performs outreach services to effectively publicize the program objectives, eligibility guidelines and application procedures; participates in ongoing development workshops;

Maintains record-keeping system for tenant files, financial reports, correspondence; etc.;

May participate in the inspection of rental units to ensure compliance to HUD standards;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of publicly assisted housing programs, eligibility standards and types of assistance available; good knowledge of housing rehabilitation techniques; ability to communicate both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to perform basic mathematical calculations; ability to exercise independent negotiating and decision making skills; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact; courtesy; 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 two (2) years of work experience which involved the provision of housing information to clients in a community assistance program, public agency, or administering a public housing program.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for one (1) year of the experience described above. There is no substitution for the additional one (1) year of work experience required.

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 recognized or accredited 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 license to operate a motor vehicle in New York State at time of appointment. The appointing authority is responsible for verifying and ensuring that candidate meets these conditions at time of appointment and throughout the course of employment.

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