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Mayor

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## Notice of Job Opening

**Position:** Neighborhood Specialist (NY HELPS Program)

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the NY HELPS Program which is under the Non-Competitive class until the expiration of the program.

**Department:** Neighborhood and Community Services

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$42,510 - \$60,840 annually

**Schedule:** Monday-Friday 8:30am-5pm  
437.5 hours/week

**Application Deadline:** **POSTED UNTIL FILLED**

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Revised on Monday, March 17, 2025**

## **NEIGHBORHOOD SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent will plan, develop, and organize neighborhood associations in community self-help activities. Work requires the application of advanced planning and organizing techniques in directing and participating in a wide variety of neighborhood activities. The Neighborhood Specialist works independently to promote citizen involvement in neighborhood issues and serves as a liaison between the City, nonprofit agencies, private companies, and citizen and neighborhood groups. Incumbents develop and plan programs to generate citizen involvement in property maintenance and neighborhood improvement efforts within identified neighborhoods; identify potential neighborhood groups and leaders; assist with the formation of newly-established neighborhood associations; encourage neighborhood development; initiate the formation of public-private partnership; and develop and distribute brochures, newsletters, and other materials to inform neighborhood associations of issues and projects. The Neighborhood Specialist will work under the direct supervision of the Neighborhood Services Coordinator.

### **TYPICAL WORK ACTIVITIES:**

- Provides guidance and assistance to neighborhood associations with complex socioeconomic problems;
- Makes policy recommendations to the Director on needed changes in City policies to improve neighborhood-oriented service delivery and problem solving;
- Facilitates neighborhood and community-based problem-solving;
- Plans programs to generate citizen involvement in property maintenance and neighborhood improvement efforts within identified target neighborhoods;
- Provides support to neighborhood associations in obtaining and coordinating community services;
- Organizes and provides leadership to citizen groups and committees;
- Develops and encourages continuing neighborhood participation in neighborhood improvement efforts; Provides information to the neighborhood organizations;
- Attends neighborhood association meetings;
- Prepares and conducts presentations to community groups about neighborhood programs or other related neighborhood improvement programs;
- Prepares management and City Council reports;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Perform related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Knowledge of neighborhood associations and organizations involved in providing community and neighborhood services.
- Knowledge of principles and practices of neighborhood and program planning.
- Knowledge of national neighborhood assistance programs and public outreach trends, methods, and practices.

- Knowledge of federal, state, and local laws, ordinances, rules and regulations related to zoning and neighborhood maintenance.
- Ability to assess neighborhood conditions and determine needed improvements.
- Ability to Work cooperatively with neighborhood leaders, city officials, media representatives, and the general public.
- Ability to communicate effectively with citizens of varying socioeconomic backgrounds.
- Ability to act calmly, rationally, decisively, and tactfully in difficult situations.
- Ability to works cooperatively with management-level governmental officials at the municipal, county, state and federal levels and executives of business, private agencies, and community leaders.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in a related field and two years of experience in planning, developing and organizing neighborhoods including experience in community relations work and with neighborhood associations; OR
- B. Graduation from a regionally accredited or NYS registered college or university to grant degrees with an Associate's Degree in a related field and four years of experience in planning ,developing and organizing neighborhoods including experience in community relations work and with neighborhood associations, OR
- C. Graduation from high school or possession of a high school equivalency diploma and six years of experience described in (A) or (B) above; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above