

## **Notice of Job Opening**

**Position:** Rehabilitation Specialists II (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:** Albany Community Development Agency (ACDA)

**Vacancies to be filled:** 2

**Rate of Pay:** \$53,780 - 76,060 Annually  
Commensurate with qualifications and experience

**Schedule:** Monday – Friday  
37.5hr/ week

**Application Deadline:** **Until Filled**

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

**Residency Preference:** Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

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

**Posted on Friday, January 23<sup>rd</sup>, 2026**

## **REHABILITATION SPECIALIST II**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for rehabilitation construction under the direct supervision of the Rehabilitation and Environmental Services Manager as related to the City's Housing Rehabilitation programs. Work assignments are received from an administrative superior and work is performed within an established system and procedure. Work is reviewed through analysis of case activity or through discussions or problems encountered.

### **TYPICAL WORK ACTIVITIES:**

- Conducts on-site inspections of property to be rehabilitated and/or repaired;
- Travels independently to and from worksites, community meetings, and public events as required;
- Prepares work write up;
- Prepares preliminary cost estimate;
- Reviews work write up with contractor and homeowner;
- Prepares proposal for repairs;
- Maintains computerized case files;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Good knowledge of basic construction principles, practices and procedures;
- Good knowledge of computerized software programs;
- Working knowledge of office terminology, procedures and equipment;
- Ability to accurately prepare and maintain construction reports;
- Ability to interpret and apply construction practices as applicable to federal, state and local standards;
- Ability to work with a high degree of accuracy;
- Ability to understand and follow detailed oral and written instructions;
- Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (A) Possession of a Bachelor's Degree, and two (2) years of paid fulltime experience required in the area of residential or commercial construction; **OR**

- (B) Possession of an Associate's Degree, and four (4) years of paid fulltime experience required in the area of residential or commercial construction; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of paid fulltime experience in the area of residential or commercial construction; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of A, B and C above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Issued: 08/06/1997  
Revised: 08/30/2016  
11/26/2024  
04/30/2025