



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
October 9, 2019

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Rehabilitation Specialist II
Albany Community Development Agency

The **Albany Community Development Agency** has one (1) vacancy for the position of **Rehabilitation Specialist II** at a rate of **\$43,431/year @ 37.5 hours/week**.

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov**.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

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An Equal Opportunity /Affirmative Action Employer

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;
- 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) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, and two (2) years of paid fulltime experience required in the area of residential or commercial construction; **OR**

- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with 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.

Issued: 8/6/97
Revised: 8/30/16