



CITY OF ALBANY
HUMAN RESOURCES
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MAYOR

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DIRECTOR OF HUMAN RESOURCES

Notice of Job Opening

Position: Lead Hazard Reduction Grant Program Manager

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

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Housing & Community Development

Number of Vacancies to be filled: 1

Rate of Pay: \$52,000/year

Schedule: 37.5 hours/week

Application Deadline: 11:59 pm on Wednesday, December 9, 2020

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Union Preference: NO
This is a non-unionized position, so current union employees do not have a hiring preference for this position.

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.

Posted on Monday, November 9, 2020.

LEAD HAZARD REDUCTION GRANT PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The Lead Hazard Reduction Demonstration (LHRGP) Program Manager will oversee the day-to-day management and coordination of the LHRGPD grant, to identify and control lead-based paint hazards in eligible privately owned housing to increase livability for rental or owner occupants in urban jurisdictions. Works under the supervision of the Lead Hazard Reduction Program Director who assigns and reviews work for conformance with required standards. Supervision is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Manages LHRGP program design, oversight and implementation;
- Ensures compliance with eligibility determination, risk assessments, inspections, remediation, and worker certification and clearance requirements;
- Act as a liaison between The City Lead Hazard Reduction Program and the Federal Office of Healthy Homes and Lead Hazard Prevention;
- Collaborates with the Albany County Department of Health to refer eligible families and participants into the LHRGP program;
- Maintains records of remediation, outreach and training activities;
- Maintains data and complete reports for LHRP, section 3 and MWBE reporting;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the lead poisoning prevention and lead paint hazard mitigation;
- Good knowledge of federal, state and local compliance regulations;
- Good knowledge of personal computers and office equipment, including proficiency in Microsoft Office Suite;
- Ability to manage a lead hazard control or residential rehabilitation program, including administration and financial oversight;
- Ability to establish and maintain effective interpersonal relationships with constituents and other working agencies;
- Ability to lift and carry up to thirty (30) pounds of equipment;
- Good judgment;
- Tact and courtesy
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in construction technology and three years of paid fulltime experience in the area of residential commercial construction, or hazard abatement, or related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma and five years of paid fulltime experience which shall include one year of administrative experience in the area of residential or commercial construction, or hazard abatement, or related field; OR
- C. Any equivalent combination of training and experience as defined by the limits of A and B above.

SPECIAL REQUIREMENT:

Possession of a valid NYS driver's license at time of appointment and for the duration of employment.

NOTE:

Position requires in state and out of state travel.