



CITY OF ALBANY  
HUMAN RESOURCES  
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## **Notice of Job Opening**

**Position:** Rehabilitation Specialist II

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:** 2

**Rate of Pay:** \$43,865/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](http://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.**

## **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.

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