

**ASSISTANT TO THE RENTAL ASSISTANCE PROGRAM COORDINATOR**  
**(Albany Housing Authority – Section 8 Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Rental Assistance Program Coordinator (RAPC), this position is responsible for assisting in the development and monitoring of Section 8 programs and public housing initiatives. The incumbent assists in the application and enforcement of policies regarding eligibility criteria for the operations of the Section 8 program. The position monitors the work of subordinates in the investigation of applicants and the case maintenance of initial and ongoing eligibility for Assisted Housing programs. The incumbent prepares various reports required by the State Division of Housing and Community Renewal and the U.S. Department of Housing and Urban Development and monitors the accuracy of the PIC data. Supervision over others is typical of this class.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Provides day to day assistance in the application of housing laws, rules, and regulations to staff;
- Assists in coordinating the continued in-service training of departmental staff in relationship to: rental subsidies, special leasing programs, tenant certification and eligibility requirements and budget allocations;
- Participates in interpreting existing policies and procedures issued by the Department of Housing and Urban Development and revising procedures in accordance with policy revisions issued by HUD or other entities exercising control over the programs;
- Provides training in the development of applicant interviews and certification documentation;
- Reviews applications to determine compliance to Internal Revenue Service regulations for low income housing tax credits;
- Assists in the preparation of reports and recommendations regarding Section 8 leasing operations and Tenant Selection Policies as well as other specific reports on funding, utilization and occupancy status;
- Assists in the preparation of budget proposals and written justifications for all program grants and funding applied to all rental assistance programs operated within the Authority;
- Monitors enforcement of regulations and policies of the Authority on behalf of the general public;
- Assists in developing appropriate training for supportive staff;
- Prepares statistical materials and charts;
- May present and prepare written informational materials to public service agencies and landlords;
- 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 provisions, regulations and rules governing the Section 8 and related funding programs; investigation procedures; and selection criteria of Public Housing Laws;
- Working knowledge of techniques of investigating financial assets and housing inspection codes;
- Working knowledge of the housing market and familiarity with Code Enforcement requirements of the local governing body;
- Working knowledge of computer resources and the ability to evaluate reports of a statistical nature;
- Good knowledge of personal computers and office equipment;
- Ability to interpret, calculate eligibility and to apply laws and policies to determine eligibility by comparing applications to written criteria;
- Ability to accurately compute mathematics;
- Ability to supervise the work of others;
- Ability to resolve disputes between tenants and landlords;
- Ability to prepare statistical information and reports;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree or higher in Social Sciences, Human Services or a related field **OR**
- B. 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 (or higher) in Social Sciences, Human Services or related field and two (2) years full-time professional work experience in a human services or community services agency dealing with public assistance or related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time professional or paraprofessional work experience, or its part-time equivalent, two (2) years of which must have been as described in (A) above;
- D. Satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:** Possession of a valid Class D NYS Department of Motor Vehicle Driver's License at time of appointment. Use of personal Vehicle may be necessary.