

## **DIRECTOR OF HOUSING AND COMMUNITY DEVELOPMENT**

**DISTINGUISHING FEATURES OF THE CLASS** As authorized by the Commissioner of Development & Planning, this position is responsible for developing and monitoring housing initiatives and programming, establishing policies and procedures and supervising staff within the Division of Housing & Community Development. Since this entire Division's funding is 100% reimbursable from the Federal Department of Housing and Urban Development (HUD), a primary responsibility of the position is to oversee the compliance with all regulations, procedures, policies and eligibility requirements established by HUD. Supervision is exercised over Housing and Community Development staff and the Albany Home Store.

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

- Assists in the direction and implementation of programs and policies designed to provide affordable housing by directing funds for home ownership opportunities, new housing construction and rehabilitation of existing structures within the parameters of HUD regulations;
- Assists the Commissioner in managing, directing and implementing the Department's policies and programs in the Division of Housing and Community Development;
- Oversees and/or prepares budgets for housing development programs, setting goals, monitoring performance and providing fiscal oversight as needed;
- Coordinates activities of staff and programs to prevent overlapping or duplication of functions and responsibilities;
- Oversees the promotion and coordination of housing programs including the Albany Home Store by providing directives and arranging for funding and reimbursement as needed;
- Performs related work as required.

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

- Thorough knowledge of Federal Housing & Development grant regulations and policies, filing requirements and eligibility guidelines;
- Thorough knowledge of Federal, State and local requirements in the planning, implementation, monitoring, audit and evaluation of housing and community development assistance programs;
- Good knowledge of current Federal and State housing development programs;
- Good knowledge of the housing and economic conditions in the City of Albany;
- Good knowledge of the employment conditions and trends of the local labor market;

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- Good knowledge of the general principles, terminology and practices used in municipal or community planning;
- Good knowledge of personal computers and office equipment;
- Ability to supervise the work of others;
- Ability to establish and maintain effective working relationships with business, industrial, and government representatives;
- Ability to supervise a professional staff;
- Initiative;
- Resourcefulness;
- Integrity;
- Confidentiality;
- Sound judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in architecture, planning, urban studies or related field and eight (8) years experience in housing and community development; **OR**
- B. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in architecture, planning, urban studies or related field and ten (10) years experience in housing and community development, five (5) years of which included managing and directing senior-level staff in an organization comparable in size to Community Development; **OR**
- C. Any equivalent combination described by the limits of (A) and (B) above.