

FEDERAL HOUSING REHABILITATION PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is under the general supervision of the Director of Community Development in the Department of Development and Planning, Division of Housing and Community Development. The work involves planning, organizing and direction of rehabilitation programs as related to the Housing Rehabilitation programs, and assessing the rehabilitation needs of vacant and abandoned buildings. Work includes the supervision of construction and rehabilitation personnel. Work is reviewed through analysis of reports, and through discussions or problems encountered. This position deals directly with the public and the regulatory community including federal, state and local agencies. Independent judgment is used in dealing with specific problems and in developing policies and practices that will affect the outcome of the project.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, organizes and directs the activities of the City of Albany's housing programs, including the Lead Abatement Program and Housing rehabilitation programs;
- Responsible for the programmatic oversight of housing activities by contractors, developers and other recipients of City funds;
- Assists with new program development, grant applications, program design and implementation;
- Prepares data and reports to assist with the administration of grant and program compliance monitoring efforts, including environmental review, CAPER, IDIS and performance measures where appropriate;
- Ensures financial spending is within budget, and meets eligibility requirements of various federal, state and local programs;
- Interprets and applies HUD, CDBG, HOME and Lead Hazard Reduction regulations to current housing rehabilitation programs in order to ensure compliance and eligibility of rehabilitation projects;
- Reviews the work products of other to ensure compliance with standard operating procedures, federal regulations and internal work standards;
- Coordinates work activities and program functions with other city departments and outside agencies;
- Reviews and approved bidding process and payment procedures in accordance to City and Federal procurement regulations;
- Assists with the budget process for both the City of Albany budget and annual U.S. Department of Housing and Urban Development Action Plan budget;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of environmental, urban and community planning;
- Good knowledge of basic construction principles, practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of personal computers and office equipment;
- Ability to accurately prepare and maintain construction reports;
- Ability to interpret and apply construction practices as applicable to Federal standards;
- Ability to understand and follow detailed oral and written instructions;
- Ability to plan and supervise the work of personnel;
- Ability to establish and maintain effective working relationships with state and local agencies and the community;
- Strong oral and written communication skills;
- Ability to express ideas clearly and concisely;
- Resourcefulness;
- Tact and courtesy;
- Good judgment;
- 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 a Bachelor's Degree or higher in Construction Technology, or related field, and six (6) years of full-time paid administrative programming experience related to federally funded housing rehabilitation programs; **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 in Construction Technology, or related field and eight (8) years of full-time paid administrative programming experience related to federally funded housing rehabilitation programs; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time paid administrative programming experience related to federally funded housing rehabilitation programs; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

SPECIAL REQUIREMENT:

Must possess a Risk Assessor Certification at time of appointment and for the duration of employment.