

HOPE VI COORDINATOR
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: This position (1) acts as liaison between the Authority and the developer and (2) coordinates and implements the off-site planning and development of replacement housing and all related functions for the HOPE VI program. The position is responsible for managing the day-to-day operations of the Authority's HOPE VI program: providing program reporting to HUD and other entities, preparing program budgets including the program administrative budget in consultation with Authority staff, tracking expenditures and ensuring compliance with budget amounts. Additional responsibilities include initiating and implementing strategies in consultation with staff to redesign and renovate and/or construct occupancy units for public housing developments in and around the City of Albany. The incumbent will work closely with the Executive Director, the Lead Developer and other assigned staff to: promote excellence in design, seek integration of affordable housing into the architecture of surrounding neighborhoods, and work to achieve maximum accessibility and reasonable accommodations in building redesign. In addition, the incumbent participates with other Authority staff to leverage funding from public and private sources to support redesign of affordable public housing.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops and implements the HOPE VI program policies and procedures to achieve the program's goals and objectives;
- Assists in preparing the detailed HOPE VI Revitalization Plan;
- Adheres to deadlines for submission of requested documents and required reports;
- Devises an effective resident outreach vehicle for all HOPE VI-affected Authority families;
- Develops an information system for the preparation of demolition and disposition applications (gathers, analyzes, correlates and interprets data);
- Researches rules and regulations where rules are unclear;
- Represents the Authority at meetings with various local, state, federal agencies, resident and community organizations (as necessary) to ensure that all involved parties are aware of the Authority's priorities and that established requirements and/or agreements are adhered to in the HOPE VI program development process;
- Develops HOPE VI strategies, program schedules and work plans, provides Minority and Women's Business Enterprise (MBE/WBE) outreach and evaluation, and construction process oversight;
- Provides for quality assurance in the program's service delivery and ensures overall productivity of the program to meet set standards;
- Prepares various forms of statistical data with corresponding support documentation to provide programmatic information to senior staff, HUD and the Board of Commissioners using automated computer equipment;
- Interacts internally with various levels of staff throughout the Authority to request or provide information;

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- Supervises the monitoring process of current Authority residents that have been relocated as a result of area revitalization, maintaining contact with the families who must be re-housed in HOPE VI replacement housing;
- Prepares progress reports of HOPE VI program;
- Assists in the preparation and evaluation of construction related specifications and bid documents;
- Participates in the HOPE VI planning process;
- Coordinates involvement and activities of elected officials, residents, community leaders, T/A staff, program manager(s) and other consultants;
- 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 personal computers and office equipment;
- Good knowledge of urban planning;
- Working knowledge of property acquisition, real estate transactions and financing;
- Working knowledge of federal programs, bond financing and tax credit partnerships, housing development, urban planning and applicable federal and local regulations;
- Working knowledge of the modern principles, practices and techniques of construction budgeting, accounting, basic budgeting, data processing;
- Ability to write;
- Ability to read and interpret technical documents, including statistical reports, clearly, accurately and concisely;
- Excellent program management skills and innovative ideas for integrating affordable housing projects into the architecture of surrounding neighborhoods;
- Physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

- (A) Graduation from a regionally accredited or 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 or related field that included 60 semester hours of course work in architecture and urban planning or related disciplines of which at least: a) 30 hours were in architectural design and planning, and b) six (6) semester hours were in structural technology, properties of materials and construction and environmental control systems;
AND
- (B) At least eight (8) years of progressively responsible work in the public housing industry, with at least five (5) of those years spent working with the Comprehensive Improvement Assistant Program (CIAP) and/or Comprehensive Grant Program (CGP).