

**HOUSING ADMINISTRATOR – SECTION 8 PROGRAM**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** Under general direction of the Executive Director, the incumbent is responsible for the administration and management of the Albany Housing Authority's Section 8 housing programs, directing and monitoring the programs in accordance with the Authority's approved Administrative Plan and federal regulations. This incumbent remains current with all legislation and regulations pertaining to the implementation and operation of the Authority's Section 8 programs, evaluating and modifying program objectives as required. The incumbent develops resources for increasing the availability of housing for Section 8 clients in the private property management market. The incumbent supervises the support staff titles assigned to the Section 8 Department.

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

- Prepares and/or revises Section 8 Administrative Plan in order to adhere to established policies and regulations using federal and state guidelines;
- Conducts weekly staff meetings to share information on policy changes/updates; and to continue staff training;
- Schedules meetings with property owners/housing managers to communicate changes or revisions to the Section 8 Administrative Plan;
- Prepares written reports to the Executive Director of department progress;
- Conducts hearings and reviews complaints and grievances on behalf of Section 8 clients and property owners;
- Provides written reports and documentation on applicants deemed ineligible for Section 8 program participation;
- Schedules formal hearings for participants determined ineligible for participation in the Section 8 program;
- Directs/supervises work assignments to assure the department is meeting its goals and objectives;
- Develops correspondence and record maintenance for the department;
- Designs electronic and/or computerized programs for the department with the assistance of the MIS unit;
- Assists with formatting of reporting documents to improve statistical data collection as required by HUD;
- Trains and instructs support staff on computer data in accordance with HUD reporting requirements;
- Periodically meets with property owners and interested parties regarding program information and/or current regulatory changes to the programs;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Comprehensive knowledge of application of regulations and laws which may govern the admission policies for Section 8 Programs;
- Good knowledge of investigation procedures, housing occupancy admissions and interviewing techniques;

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- Good knowledge of HUD Section 8 housing voucher programs, property management, real estate or community development programs;
- Good knowledge of personal computers, office equipment and computer software such as Microsoft Word, Office Outlook, Excel and PowerPoint;
- Good knowledge in the use of how criteria may be used or established for determination of a client's eligibility determination;
- Skills in collecting, organizing, analyzing and interpreting data and information;
- Ability to prepare, organize and communicate information effectively, both orally and in writing;
- Ability to maintain orderly case files and to prepare summary reports;
- Ability to establish and maintain a working relationship with co-workers, clients and agencies;
- Tact;
- Courtesy;
- Thoroughness;
- Dependability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree\* in Business or Public Administration, City Planning or a related field; and three (3) years fulltime paid experience in a management position where direct supervision of subordinate titles was required, as well as experience in a management position that had knowledge of HUD Section 8 housing voucher programs in property management, real estate or community development programs; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Business or Public Administration, City Planning or a related field; and five (5) years fulltime paid experience in a management position where direct supervision of subordinate titles was required, as well as experience in a management position that had knowledge of HUD Section 8 housing voucher programs in property management, real estate or community development programs.

**SUBSTITUTIONS:** Satisfactory completion of 30 credits towards a Master's Degree\* in Business or Public Administration, City Planning or a related field may be substituted for one year of experience.

**SPECIAL NOTE:** A valid NYS Driver's License and availability of private vehicle is required at the time of appointment and for the duration of employment.