

Housing Assistance Supervisor

GENERAL STATEMENT OF DUTIES: Plans and carries out comprehensive housing assistance payment programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is public contact work promoting and operating federally funded programs subsidizing partial housing costs for families meeting needed criteria, and/or assisting owners with rehabilitation needs to meet existing regulations for rental programs. The work is performed under the general direction of the Executive Director according to detailed and complex written guidelines. Direct supervision may be exercised over the work of a small clerical and technical support staff. The position is concerned with all aspects of the programs including publicity, informational presentations, tenant and owner eligibility and contract administration. Some means of traveling to housing sites other than public transportation is required for adequate job performance.

EXAMPLES OF WORK: (Illustrative only)

- Publicizes the housing payments and rehabilitation programs to inform low income potential applicants as well as owners, property managers and real estate brokers;

- Receives applications and proposals for housing assistance payments and/or rehabilitation programs, and screens them against HUD criteria;

- Establishes the amounts of housing assistance payments for eligible families;

- Assists owners and other participants in securing all necessary components for participation in rehabilitation funding program(s) and monitors several aspects of the process to assure compliance for participation;

- Certifies and recertifies family income from information on application, documents submitted and occasionally from outside sources;

- Provides program and housing market information to participants and interprets regulations and policies;

- Assists families to find suitable housing and attempts to resolve problems preventing program participation;

- Reviews requests for lease approval and comments according to compatibility with local policy and federal guidelines;

- Inspects housing units being considered for the programs and reports code violations and other significant factors;

- Negotiates contracts with owners for participation in the program(s);

- Prepares periodic and special reports as required regarding the status of the program and its participants;

- Submits plans and documentation of activities to HUD and other government agencies;

- Develops information on local housing market through on-going research;

Encourages amicable tenant-landlord relationships and meditates disputes and misunderstandings;

Refers families to appropriate social service or other government agencies whenever need is perceived;

Administers contracts and takes appropriate action in case of non-compliance or default;

Meets with property owners, real estate brokers, tenant or welfare associations and civic, charitable or neighborhood organizations to explain provisions of the program(s);

Authorizes disbursement of housing assistance payments according to guidelines for approved recipients.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the provisions, rules and regulations of the HUD housing assistance program(s); working knowledge of housing inspection techniques; good knowledge of economic and social factors related to housing programs; working knowledge of local housing market; familiarity with the methods and techniques of publicizing programs for specific target groups; ability to compose information pamphlets and brochures; ability to edit, revise and occasionally write information news releases; ability to interpret laws, regulations and policies to the public; ability to learn to inspect and evaluate condition of housing units; ability to make eligibility determinations by comparing applications to written criteria; ability to make arithmetical computations accurately; ability to plan, organize and evaluate work; ability to supervise the work of subordinates; skill in resolving disputes between tenant and landlord; skill in interviewing to record specific information; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in social sciences, human services or a related field and two (2) years or full-time professional work experience in a human services or community service agency dealing with public assistance or a related field;
- B. Six (6) 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;
- C. A satisfactory equivalent combination or training and experience as defined by the limits of (A) and (B) above.

Special Requirement: Possession of a valid Class V driver's license issued by the New York State Department of Motor Vehicles at time of appointment. Vehicle may be necessary.