

LEAD HAZARD REDUCTION PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The Program Director of the Lead Hazard Reduction Program is responsible for the development and day-to-day management of all aspects of this program and the supervision of its staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Implements and administers Lead Hazard Control Grants awarded to Albany Community Development Agency (ACDA) by the U.S. Department of Housing & Urban Development (HUD);
- Ensures that HUD grants are administered in full compliance with relevant legislation, the Notice of Funding Availability (NOFA), the grant agreement with HUD and other guidance issues by HUD;
- Works collaboratively with the New York State Department of Health (NYS DOH) and other state agencies, HUD and other federal agencies, the National Center for Healthy Housing, and other research and advocacy groups;
- Takes primary responsibility for adherence to program budgeting, works with ACDA finance department in processing of payments, reporting and general financial management of the program;
- Utilizes the ACDA database to maintain all program data in accordance with the requirements of HUD;
- Works collaboratively with the Director of ACDA and the Federal Housing Rehabilitation Program Manager to conduct strategic program planning;
- Coordinates program activities with other funding agencies;
- Work with existing ACDA systems and oversees all operations aspects of the Lead Program including program design, system development and day-to-day management in compliance with federal regulation, ACDA policies and state priorities, as applicable;
- Collaborates with the ACDA finance team to complete compliance reporting and to integrate program operations with ACDA's financial process and systems;
- Responsible for marketing the program, training and technical assistance to potential applicants and any sub grantees to insure effective use of resources and compliance with federal requirements;
- Collaborates with program staff to continually evaluate and review program policies and procedures and make changes when necessary or appropriate;
- Processes or oversees the processing of applications for assistance;
- Makes eligibility determinations;
- Oversees project design, specification development, relocation activities, preparation of awards, construction and disbursements (undertakes these activities on occasion as staff workload necessitates);
- Reviews and, as necessary, re-bids or renegotiates contracts for services, including but not limited to the contracts for lead evaluation services, laboratory analytical services and contracts with historic preservation consultants;
- Oversees consultants providing services to the program;

- Supervises program staff;
- Represents ACDA and the program, as appropriate, to non-profit organizations, community groups and federal and state agencies, including participations in related collaborative efforts such as conference calls and meetings;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the lead poisoning prevention and lead paint hazard mitigation;
- Good knowledge of federal, state and local compliance regulations;
- Good knowledge of personal computers and office equipment, including proficiency in Microsoft Office Suite;
- Ability to manage a lead hazard control or residential rehabilitation program, including administration and financial oversight;
- Ability to plan and supervise the work of personnel;
- Ability to establish and maintain effective interpersonal relationships with constituents and other working agencies;
- Ability to lift and carry up to thirty (30) pounds of equipment;
- Good judgment;
- Tact and courtesy
- 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 an Associate's Degree in construction technology and three years of paid fulltime experience in the area of residential commercial construction, or hazard abatement, or related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma and five years of paid fulltime experience which shall include one year of administrative experience in the area of residential or commercial construction, or hazard abatement, or related field; OR
- C. Any equivalent combination of training and experience as defined by the limits of A and B above.

SPECIAL REQUIREMENT:

- Possession of a valid NYS driver's license at time of appointment and for the duration of employment.

- Must possess an EPA Risk Assessor Certification at time of appointment and for the duration of employment.

NOTE:

Position requires in state and out of state travel.