

MODERNIZATION PROGRAM COORDINATOR
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for developing and administrating the application, evaluation and management of the Albany Housing Authority Modernization Program. The incumbent evaluates the Authority's housing stock to determine needs and budgets for modernization in accordance with HUD regulations and procedures. The incumbent also coordinates the monies, resources, needs and evaluations of programs initiated under modernization funding allocated to the Albany Housing Authority by Federal and/or State housing agencies. Overseeing all in-house design and technical planning work involved in modernization of housing projects or development of new housing facilities is also a responsibility of this title. The work is performed under the general direction of the Executive Director. Direct supervision is exercised over a technical and clerical support staff. Program development and work scheduling are accomplished through working with project managers, maintenance personnel and outside construction administration. The incumbent is responsible for the allocation, use and budgetary control of funding received by the Authority through the modernization program of the Department of Housing and Urban Development (HUD).

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Evaluates pursuant to HUD standards and state and local building codes existing housing stock and sites to determine the marketability and safety of building structures and systems;
- Prepares fund applications and budget based upon HUD regulations, including input from Authority personnel, tenant groups and surveys;
- Arranges for the bidding and contract procedures with private contractors in compliance with HUD, local jurisdiction and Authority regulations;
- Inspects or supervises delegated inspections of materials, work in progress and work completed to insure compliance with specifications and contracts;
- Supervises material procurement;
- Reviews and/or develops architectural or engineering plans, specifications and related construction documents for implementation of modernization projects;
- Assists in the selection of architects with Requests for Proposals through HUD-mandated procedures;
- Oversees the maintenance of modernization and development funding accounts and records;
- Prepares reports as required by HUD and/or the Authority;
- Acts as a liaison on matters of modernization among all interested parties; i.e., Authority personnel, contractors, HUD, tenants, etc.;
- May represent the Authority at meetings with officials in regard to modernization, funding and programs;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of building design, construction and renovation practices and methods;

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- Good knowledge of the processes involved in application, negotiation, and administration of grant programs for modernization projects from Federal and/or State funding agencies;
- Good knowledge of building materials, their function and physical properties;
- Good knowledge of field construction inspection techniques, contract document preparation and procedures;
- Good knowledge of applicable codes, laws, rules and regulations concerning the design and construction of buildings;
- Good knowledge of personal computers and office equipment;
- Working knowledge of building costs and budgeting of project funding;
- Ability to supervise and motivate technical and clerical staff;
- Ability to express ideas clearly in oral and written form;
- Ability to inspect the work of others and to analyze needs and priorities;
- Ability to establish and maintain cooperative relationships with contractors, technical experts and others;
- Ability to think clearly and concisely;
- Ability to read and interpret complex written material;
- Ability to develop work specifications and contract documents;
- Ability to formulate, prepare and present fundable program proposals and applications;
- Initiative;
- Resourcefulness;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Architecture, Building Technology, Engineering or a related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture, Building Technology, Engineering or a related field and one (1) year of experience in the area of construction contract administration or grants management.

SPECIAL REQUIREMENT: Eligibility for a professional engineer's license or a registered architect's license issued by the State of New York.

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.

Revised: 10/21/81
 3/18/87
 7/31/02