

RENTAL ASSISTANCE PROGRAM COORDINATOR
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: As authorized by the Executive Director or designee this position is responsible for developing and monitoring Section 8 and public housing initiatives and programming, establishing policies and procedures and supervising staff. A primary responsibility of the position is to oversee the compliance with all regulations, procedures, policies and eligibility requirements established by the State Division of Housing and the Department of Housing and Urban Development. The incumbent interprets, evaluates and makes policy on eligibility criteria for the operations of Section 8 and public housing program through analysis and interpretation of statistical eligibility data for housing applicants and tenants. The position monitors and reviews the investigation of applicants and the case maintenance of initial and ongoing eligibility for Assisted Housing programs; undertakes research projects, reviews and certifies both tenant residents and Assisted Housing applicants for continued occupancy in the Assisted Housing programs and at the public housing development locations. The title is responsible for preparing various reports required by the State Division of Housing and Community Renewal and the U.S. Department of Housing and Urban Development and oversees ongoing input to and accuracy of the PIC data. The position updates local housing market statistics and promotes public awareness of the Assisted Housing programs operating within the Authority.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Directs the operations of section 8 and public housing programs;
- Interprets existing policies and procedures issued by the Department of Housing and Urban Development and revises policies in accordance with policy revisions issued by HUD;
- Establishes goals and objectives for the department and monitors the departments' progress in reaching these objectives;
- Provides direct supervision and training of all subordinate staff titles in the development of applicant interviews and certification documentation;
- Coordinates the continued in-service training of departmental staff in relationship to: rental subsidies, special leasing programs, tenant certification and eligibility requirements and budget allocations;
- Interprets, defines and determines low income housing tax credits in accordance with the Internal Revenue Service;
- Advises, when required, the Housing Management staff on new policies and regulations determining continued occupancy requirements;
- Prepares HUD reports and recommendations regarding Section 8 leasing operations and Tenant Selection Occupancy Policies as well as other specific reports on funding status;
- Prepares budget proposals and written justifications for all program grants and funding applied to all rental assistance programs operated within the Authority;

- Authorizes disbursement of Rental Assistance payments to Section 8 participants in accordance with guidelines established by HUD for approving recipients of such funds;
- Interprets regulations and policies of the Authority on behalf of the general public;
- Develops appropriate training for supportive staff;
- Prepares statistical material and charts;
- Prepares written informational material and must be in direct contact with various public service agencies and landlords;
- Exercises supervision over the assigned subordinate paraprofessional titles;
- 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 provisions, regulations and rules governing the HUD Assisted and Public Housing program funding; investigation procedures; selection criteria of Public Housing Laws;
- Good knowledge of techniques of investigating financial assets and housing inspection codes;
- Good knowledge of the housing market and familiarity with Code Enforcement requirements of the local governing body;
- Good knowledge of computer resources and the ability to evaluate reports of a statistical nature;
- Good knowledge of personal computers and office equipment;
- Ability to interpret and apply laws, policies and eligibility determinations by comparing applications to written criteria;
- Ability to accurately compute mathematics;
- Ability to supervise the work of subordinate paraprofessional titles and clerical staff;
- Ability to resolve disputes between tenants and landlords;
- Ability to prepare statistical information and reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree or higher in Social Sciences, Human Services or a related field and two (2) years of full-time professional work experience in a human services or community service agency dealing with public assistance or a related field; **OR**
- B. 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 (or higher) in Social Sciences, Human Services or related field and four

- (4) years full-time professional work experience in a human services or community services agency dealing with public assistance or related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and 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;
- D. Satisfactory equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Possession of a valid Class D NYS Department of Motor Vehicle Driver's License at time of appointment. Use of personal Vehicle may be necessary.