

**TECHNICAL PROGRAMS ANALYST**  
(Albany Housing Authority)

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent has agency-wide responsibility to receive, analyze and file all laws, rules and regulations related to the Authority's operations and responds to all inquiries submitted by each of the Authority's departments as to the applicable regulatory procedures and requirements related to particular situations. The incumbent responds to all official complaints and other inquiries submitted by other governmental agencies. This position serves as the Authority's librarian, and functions as a centralized clearinghouse for all periodicals and other publications received by the Authority. The incumbent reports directly to the Executive Director and serves as the technical resource individual for that title and for each of the Albany Housing Authority's department heads. Special projects and assistance in grant and budget preparation may also be required. Significant independence and responsibility will be accorded this title. Supervision over others is not typical of this class.

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

- Maintains, interprets and communicates to the operational level all HUD and state laws, regulations, procedures and guidelines applicable to Authority programs and operations;
- Maintains the official AHA library, which includes all rules, regulations, policies, etc., as published and revised by governmental regulatory authorities over some or all of the programs or activities of the Albany Housing Authority;
- Prepares written summaries of compliance procedures;
- Develops in-house policies and procedures on behalf of the Executive Director;
- Responds to or files all official complaints on behalf of the Authority;
- Reviews all periodicals, housing publications, etc., and prepares regular reports highlighting new ideas, pilot programs and other matters of interest applicable to the Authority;
- Assists in the preparation of grant requests and budgets;
- Maintains video and written materials on topics such as tenant fraud, risk management, positive communication, time management, interviewing, conflict resolution and organizational skills, word processing and PC utilization, and personal development, etc.;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Extensive working knowledge of the operations of a public housing authority, including background in the regulatory requirements related to those operations;
- Good knowledge of personal computers and office equipment;
- Good self-motivation and self-discipline skills;
- Excellent writing skills;
- Ability to analyze and summarize complex laws, regulations and guidelines;
- Ability to organize and maintain library materials;
- 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 Bachelor's Degree and five (5) years fulltime paid experience in a managerial position with a public housing authority; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Associate's Degree and seven (7) years fulltime paid experience in a managerial position with a public housing authority; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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