

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

HOUSING ASSISTANCE ADMINISTRATOR

Salary: \$61,393 - \$68,971

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Department of Urban and Economic Development and involves responsibility for administering a comprehensive rental assistance program. The Housing Administrator determines whether or not applicants are eligible for assistance and establishes the amount of subsidy payable to eligible families in accordance with established regulations and guidelines. Other duties include ensuring that housing units meet required standards, that the program is adequately publicized, and that there is compliance with applicable federal, state, and local requirements. The work is performed under the general direction of a higher level administrator with wide leeway allowed for the exercise of independent judgement in carrying out details of the work. Supervision may be exercised over subordinate clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Determines eligibility for assistance and amount of rent subsidy payable in accordance with established rules and guidelines;

Insures staff adherence to applicable state and federal program regulations;

Notifies ineligible applicants of disapproval and maintains records which may be needed for hearings;

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

Obtains verification of applicant's income, assets, and other factors affecting eligibility;

Develops annual program plan and budget and evaluates the effectiveness on an ongoing basis, recommending changes as required;

Prepares and is responsible for reports and studies concerning the program for the federal government;

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

Meets with interested groups such as civic and charitable organizations, senior citizens clubs, and property owners to explain provisions of the housing rental assistance program;

Publicizes the housing assistance rental payments program through radio and television announcements and human interest stories concerning the activities and programs of the agency;

Makes programmatic decisions involving financial and legal consequences for the agency and program participants;

Maintains records and prepares periodic reports regarding applications, certifications, contracts and housing units;

Monitors certificate and contract expirations and arranges for renewal where appropriate;

Troubleshoots tenant and landlord problems concerning the program and attempts to resolve them;

Maintains contacts with other city department heads regarding coordination of projects, funding, and budgetary considerations;

Keeps abreast of new developments in the planning field, urban, community, and economic development;

Participates in professional organizations and meetings for extending knowledge of current economic and funding developments;

Prepares a variety of records and reports related to the work;

Keeps abreast of city, state, and other rules, regulations, and policies regarding this department;

Performs a variety of related duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the provisions, rules, and regulations of the housing assistance rental program; thorough knowledge of economic and social factors related to housing assistance programs; thorough knowledge of local housing market; experience with financial management of Housing programs, including but not limited to, budget, accounting, financial analysis and forecasting, specifically ability to interpret financial statements and review monthly expenses; familiarity with the methods and techniques of publicizing programs for specific target groups; ability to compose informational pamphlets and brochures; ability to edit, revise, and occasionally write informational news releases; ability to interpret laws, regulations and policies to the public; ability to learn to inspect and evaluate the condition of housing units; ability to make eligibility determinations by comparing applications to written criteria; skill in resolving disputes between tenant and landlord; ability to speak before groups of people; ability to read and interpret complex written materials; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with department heads, and employees; ability to secure the cooperation of others; mental alertness; resourcefulness; good judgement; neatness; accuracy; initiative; a willingness to travel; tact and courtesy. Physical condition commensurate with the demands of the position. A valid NYS Driver License is also required.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, public administration, planning, finance, accounting, or related field and two (2)

years of administrative experience in housing rehabilitation, rental property administration, community development, or in the administration of governmental housing programs; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in business administration, public administration, planning, finance, accounting, or related field and four (4) years of administration, community development, or in the administration of governmental housing programs.

Applications:

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the Commissioner of Urban and Economic Development at (315) 792-0185.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of New York State.
Preference will be given to City of Utica residents.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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