

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: \$52,958 - \$59,495

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

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 Assistance 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.

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 a closely related field **AND** two (2) years of administrative experience in housing planning, housing rehabilitation, housing code enforcement, real estate development, rental property administration, community development, or in the administration of governmental housing programs, one (1) year of which shall have been in a supervisory capacity;
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 a closely related field **AND** four (4) years of administrative experience in housing planning, housing rehabilitation, housing code enforcement, real estate development, rental property administration, community development, or in the administration of governmental housing programs, two (2) years of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT:

Candidates must possess a valid New York State Driver's License and maintain a valid license throughout employment.

Applications:

Applications/resumes should be submitted to City of Utica, Chris Pastorelli, Section 8, 1 Kennedy Plaza, Utica, New York 13502.

Applications/Resumes must be received by: Friday, October 16, 2020.

For more information about this position, please call Christine Pastorelli at (315) 792-0199.

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 the City of Utica.

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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