

# CITY OF UTICA

# NOTICE OF VACANCY

## THE CITY OF UTICA

announces that a vacancy exists at the City of Utica for

# HOUSING DEVELOPMENT SPECIALIST

**Salary:** \$37,960 - \$42,485  
Eligible for Medical, Dental, Vision Insurance – 20% contribution  
Membership in the NYS & Local Retirement System is mandatory

**Classification:** Competitive, CSEA position  
Candidates must be legal residents of the City of Utica for at least (4) four months immediately preceding the date of the civil service examination.

**Distinguishing Features of the Class:**

This position involves responsibility to perform work in the planning and development of affordable and assisted housing and related programs. Works involves conducting planning and feasibility studies for affordable housing development and rehabilitation, and neighborhood redevelopment. Incumbents prepare and implement funding proposals and coordinate efforts to fulfill program requirements. The work is performed under the general supervision of the Commissioner of Urban and Economic Development or designee within the department with leeway allowed to exercise use of independent judgment in carrying out details of the work. Supervision is exercised over subordinate program and clerical staff as warranted. Does related work are required.

**Typical Work Activities:**

Manages administration of the City's annual HOME entitlement monies including program development, subrecipient monitoring, reporting and compliance review;  
Performs responsible administrative work involving program development, evaluation, research, public information, and management assistance functions for the Department of Urban and Economic Development;  
Participates in strategic planning for assisted and affordable housing programs;  
Prepares program applications for financial assistance and participates in negotiations with funding sources;  
Performs feasibility and preconstruction planning for subsidized housing construction and rehabilitation, neighborhood and area redevelopment, and target area planning;  
Conducts studies and collects data to determine the availability of resources for funding current or new programs, and writes reports;  
Submits proposals for the allocation of program resources;  
Performs a variety of related duties as necessary and as requested.

**Required Knowledge Skills and Abilities:**

Thorough knowledge of subsidized housing development, urban renewal, housing rehabilitation, and neighborhood revitalization; thorough knowledge of the principles and practices of community development planning, affordable housing policy, fair housing, state and federal housing policies and funding programs and some knowledge of real estate development; thorough knowledge of research techniques, methods and procedures; ability to communicate orally with customers, clients or the public in face-to-face, one-on-one settings, using a telephone, or in group settings; ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar; ability to interpret and apply federal, state and local ordinances, laws and regulations related to housing and community development programs; ability to work cooperatively with other City departments, other governmental agencies, private organizations and the public; ability to collect, analyze, interpret, and report demographic, economic, and other research data; ability to make significant decisions and exercise resourcefulness in resolving new problems; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with a wide variety of people particularly with government and community based agencies; ability to understand and interpret complex oral and written information; resourcefulness; initiative; good judgment; tact and negotiation abilities. Physical condition commensurate with the demands of the position.

**Applications:**

Applications/Resumes should be submitted to: City of Utica, Attention: Brian Thomas, Commissioner of Urban and Economic Development, 1 Kennedy Plaza, Utica, New York 13502. Resumes must be received no later than October 13, 2017.

*For more information about this position, please call (315) 792-0227.*

**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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