

# CITY OF UTICA

# NOTICE OF VACANCY

## THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

# HOUSING ASSISTANCE REPRESENTATIVE

**Salary:** \$40,695 - \$45,366

**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 Municipal Housing Authority and the Department of Urban and Economic Development, Bureau of Section 8 Housing and involves responsibility for assisting tenants in applying and establishing eligibility for participation in rental assistance programs. The Housing Assistance Representative is also expected to publicize the programs and encourage participation of both owners and tenants. The work is performed under the general supervision of the Housing Project Manager or Housing Assistance Administrator with some latitude permitted for the exercise of independent judgement in carrying out work assignments. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:**

Interviews applicants to determine eligibility for rental assistance;  
Assists clients in completing applications and in obtaining proof of income and age, if needed;  
Processes applications for rental assistance in accordance with established policies and guidelines;  
Determines amount of rental assistance eligible families are entitled to;  
Provides information to property owners and tenants as to their rights and responsibilities under the rental assistance program;  
Processes paperwork and obtains necessary documentation to report changes in family size or income, rent increases, or family relocations;  
Provides information and referral services to clients regarding resources to solve financial or social problems;  
Maintains records and prepares required reports;  
Assembles verified information and prepares public housing eligibility determinations and Section 8 applications and certification;  
Conducts briefings for certified program participants;  
Prepares leasing documents and submits completed files for review;  
Conducts interviews for prospective and current program participants;  
Determines verifications needed to accurately evaluate applicant eligibility;  
Develops and maintains rapport with owners as needed;  
Determines need for Interim Rent Changes and completes established and required processing procedures;  
Establishes and maintains contact with other human service delivery agencies and informs and refers clients as appropriate;  
Identifies and confers with other staff regarding department functions, procedures and client status, requesting assistance from other involved areas as necessary;

Assists in researching, developing, maintaining, and revising department forms, procedures, and control systems as needed.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in social science, human services, social services or related field; OR
- (B) One (1) year of experience in community relations, human services, community organizations, social services, real estate management, housing assistance or relocation or rental property management work involving direct contact and provision of services to the public.

NOTE: Part-time and volunteer experience will be pro-rated toward meeting the full-time experience requirement. The following criteria will be used in order to pro-rate experience:

08-15 hours per week.....1/4 time  
16-23 hours per week.....1/2 time  
24-31 hours per week.....3/4 time

**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 Section 8 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.

(Issued: 03/03/22)