

HOUSING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for directing staff activity of the Dutchess County Housing Partnership and administering all of the Federal Rental Rehabilitation and the Community Development Block Grant Housing Property Rehabilitation programs. This position acts as a liaison for the County with not-for-profit housing groups, private consultants and municipalities regarding housing. As the director of staff activity for the Dutchess Housing Partnership, the incumbent maintains a high profile and organizes meetings, drafts resolutions, organizes committee efforts and develops policy. Position receives general direction from the Community Development Administrator with wide leeway given for the use of independent judgment. Supervision may be exercised over subordinates.

TYPICAL WORK ACTIVITIES:

1. Organizes and implements all activities of the Dutchess Housing Partnership;
2. Reviews and prepares recommendations to the Dutchess County Housing Partnership with regard to submitted project proposals;
3. Coordinates and oversees housing programs including the application process and project administration;
4. Functions as a liaison for the County with not-for-profit housing groups, private consultants and municipalities with regard to housing;
5. Coordinates and conducts outreach to local communities, civic organizations and non-profit groups for housing programs;
6. Participates in the development, implementation and evaluation of program policies;
7. Directs and implements studies related to housing;
8. Collects, tabulates and analyzes data for public information and departmental reports related to housing;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal and state housing program regulations, requirements and practices; good knowledge of the needs of local municipalities; good knowledge of contract administration; good knowledge of research methods and techniques; good knowledge of the principles and practices of public administration; good knowledge of various software packages including complex financial packages; group motivation skills; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex oral and written information; ability to work well with officials of federal, state and municipal governments, the public and others; resourcefulness; integrity; good judgment; physical condition commensurate with the demands of the position.

HOUSING COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public policy; public administration, planning or a related field;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in public policy, public administration, planning or a related field and one (1) year of work experience in the administration of a housing rehabilitation program or two (2) years of administrative experience in the fields of public policy, public administration or planning;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT

Possession of a valid driver's license.

HU4203

ADOPTED: 03/03/90

REVISED: 07/01/91

PL0306: 02/03/92 (No spec change Update class plan only)

REVISED: 04/23/92