

PROGRAM ADMINISTRATOR (OFFICE OF HOUSING COUNSEL)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director – Office of Housing Counsel, an incumbent of this class is responsible for all of the administrative processes involved in the development, control and management of contracts for services and/or equipment in regards to the Office of Housing Counsel's comprehensive eviction prevention and housing assistance programming. Responsibilities include monitoring contract compliance with federal, state, and county regulations; analyzing existing operational needs and making recommendations on same. An incumbent of this class is also responsible for supervising and/or preparing bid specifications and Requests for Proposals (RFP) and managing contracts with nonprofit and other organizations. Extensive contacts are maintained with involved county departments, outside agencies/groups, as well as the Law Department to ensure that all contracts are in accordance with appropriate eviction prevention and housing assistance programming laws and regulations. Supervision may be exercised over subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Consults with the director to determine service and equipment needs, availability and appropriate utilization of contract services, expiration dates and renewal needs and subsequently recommends, orally and/or in writing proposals for the acquisition of services/equipment;

Assists in planning, implementing and evaluating the eviction prevention and housing assistance programs;

Analyzes terms of current and proposed legal services contracts to ensure that obtained services/equipment meet specifications and to negotiate contract amendments;

Oversees the development and preparation of bid specifications and/or RFP's to ensure adherence to procedural and regulatory guidelines;

Serves as liaison to contracted agencies for all issues relating to contract, terms of payment, reporting, etc.

Supervises the issuing and awarding of bids upon departmental approval and in accordance with established Office of Housing Counsel procurement procedures

Ensures administrative approval and budgetary appropriation for requested contract services/equipment; recommends method of payment for services/equipment provided;

Assists with ensuring that implementation of multiple housing related programs are effectively integrated with other programs, policies, objectives and operations of the department;

Assists with the preparation of the annual report of the housing counsel program for submission to the County Executive and the Board of Legislators;

Participates in public meetings, forums or symposia to keep abreast of current trends in area of procurement assignment;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of eviction prevention and housing assistance program legislation, programs, analysis and implementation; good knowledge of housing assistance program eligibility criteria, program standards and administrative practices; good knowledge of legal counsel in eviction process; ability to coordinate and supervise the work of subordinate professional staff; ability to establish and maintain effective working relationships, particularly with federal, state and local government representatives, tenants organizations, and staff in planning and conducting housing assistance programs; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; good judgment; initiative; resourcefulness; organization and planning skills; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and four (4) years of experience in public administration, or public affairs, two (2) years of which must have been in creating and/or managing nonprofit contracts, one (1) year of which must have involved community development, housing assistance, housing development, labor and housing, planning or building or community rehabilitation.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License at time of appointment and maintain same while in the title.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.