

PROGRAM DIRECTOR - HOUSING AND PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for administering housing programs that benefit low and moderate income households within the Planning Department's Housing Section. Responsibilities involve developing and implementing housing policies and procedures to provide qualified, low- and moderate-income households eviction and foreclosure prevention, rehabilitation and rental assistance. Extensive contacts are maintained with federal, state and local agencies, as well as community groups, lawyers and landlords to ensure compliance with regulatory mandates; maximize program funding, and provide housing services in an efficient manner. This class differs from the Director of Program Development II (Housing and Planning) in that incumbents in that title are responsible for a broader scope of duties relating to all departmental housing and planning programs; working with the executive team to develop, coordinate and implement all housing initiatives, and performing a wider range of community relations activities. Supervision is exercised over professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and administers all activities associated with the delivery of housing assistance and related services, including negotiation with owners and attorneys, preparation and execution of leases and other contractual documents, resolution of landlord/tenant disputes, referral for other housing related services, verification and certification of applicants, provision of technical assistance to owners concerning housing quality standards and rehabilitation requirements, and interpretation of program regulations and County policies for delivery of services;

Develops policies and procedures to effectively administer the rental assistance program, updating manuals, systems and other materials as required to keep staff informed and trained in current processes and procedures;

Interprets federal, state and local laws, local codes, ordinances and regulations relating to the implementation of housing assistance programs and related services;

Ensures that implementation of program services is in compliance with federal and state program regulations, as well as within the goals and objectives of the department;

Coordinates and supervises the activities of subordinate staff to ensure that implementation of program services is organized and efficient, and that program services are provided in an effective and timely manner;

Maintains computerized systems as mandated by federal and state reporting requirements, works with IT staff to ensure systems are functioning in accordance with applicable rules and regulations;

Reviews and evaluates state and federal housing regulations and requirements to ensure that mandatory fiscal and demographic reporting is accurate and efficient;

Plans and assists in the preparation and implementation of the program budget;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Establishes and maintains important contacts with federal and state agencies, local officials, landlords, lawyers and community groups to discuss and negotiate contractual agreements, regulatory mandates and program policies and procedures;

Hires, trains and organizes staff to implement program goals and priorities;

Develops and implements methods to educate the public on program services;

Resolves any problems that cannot be handled by subordinate staff and effectuates solutions;

Participates in meetings at the senior managerial level to develop new policies and program initiatives;

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

Provides technical knowledge and expertise in the field of housing;

May perform other incidental tasks, as required.

FULL KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of housing and rental assistance program legislation; thorough knowledge of federal, state and local laws, codes, ordinances and regulations related to rental assistance programs; thorough knowledge of housing and rehabilitation program eligibility criteria, program standards and administrative practices; good knowledge of housing availability and community resources within the County; knowledge of municipal planning practices; ability to interpret and apply laws, ordinances and regulations relating to program services; ability to supervise a large staff of professional and support personnel; ability to establish and maintain contacts with federal, state and local representatives, property owners, tenants, lawyers and community groups; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of experience at an administrative or managerial level in public housing, urban development or economic development programs, two years of which must have been in a supervisory capacity.

SUBSTITUTION: A Master's Degree* in Public or Business Administration may substitute for one year of the above stated general experience. There is no substitution for the two years of supervisory experience.

*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 Department of Education as a post-secondary, degree-granting institution.

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