

## PROGRAM SPECIALIST (SECTION 8 RENTAL ASSISTANCE PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of a higher level official, the incumbent of this position is responsible for coordinating a municipality's Section 8 Rental Assistance Program. Responsibilities of the position include the screening and selecting of eligible program participants, providing assistance with landlord negotiations, and issuance of Housing Assistance checks. Supervision may be a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Monitors program progress with respect to outreach to landlords and tenants, number of applications received, verification of applicant eligibility, number of certificates of participation issued, and schedules and monitors inspection of rental units;

Screens, selects and approves program participants;

Assists participants with the completion of program applications;

Assists participants in finding housing;

Develops a working relationship and negotiates with landlords the preparation and execution of leases, Housing Assistance Payment Contracts;

Plans and schedules public relations and outreach activities to assure favorable image of program to both prospective participants and owners;

Prepares claim forms and issues Housing Assistance payment checks;

Schedules and monitors inspection of rental units;

Acts as liaison in dealings with HUD officials for required audits, reports and studies;

Provides tenant counseling where deemed appropriate;

May act as informal hearing officer on matters such as eviction proceedings, rental increases and tenant eligibility;

Maintains files, records, reports, and correspondence;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of publicly assisted housing programs, eligibility standards and types of assistance available; good knowledge of arithmetic, business English and composition; good knowledge of rental market within the municipality serviced; good administrative and office management skills; skill in interviewing and meeting the public; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience that involved the provision of housing information to clients in a community assistance program, public agency, or administering a public housing program.

SUBSTITUTION: Satisfactory completion of 30 college credits\* towards a Bachelor's Degree\* may be substituted for one (1) year of the above described experience up to a maximum of four (4) years. There is no substitution for the additional one (1) year of work experience that involved the provision of housing information to clients in a community assistance program, public agency, or administering a public housing program.

\*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.

Towns, Villages  
Cities of Rye & Peekskill  
J. C.: Competitive  
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Job Class Code: 0252

\*Formerly Program Specialist (Rental Assistance Program)