

## RELOCATION INTERVIEWER

GENERAL STATEMENT OF DUTIES: Is responsible for the relocation of families displaced by the Community Development Program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Community Development an employee in this class is responsible for the relocation of families in redevelopment areas to decent, safe and sanitary dwellings in other locations. The incumbent determines the needs of families to be moved and the suitability of new dwellings. Supervision is not usually a requirement of this position.

### EXAMPLES OF WORK: (Illustrative Only)

Initiates family and business relocation interviews for those individuals to be affected by the Redevelopment Program;

Publishes information on relocation programs and benefits available as well as housing resources in the municipality;

Obtains necessary information from displaced families regarding their relocation needs;

Keeps site occupants informed on progress of redevelopment project;

Visits families and businesses in the redevelopment areas to discuss problems and questions arising from redevelopment program;

Compiles listings of available housing accommodations and inspects such units for suitability for tenants from the relocation areas;

Contacts realtors for available housing accommodations;

Encourages site occupants to seek accommodations for themselves;

Reviews and verifies claims for reimbursement for moving expenses according to Federal regulation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: General knowledge of community housing facilities; ability to draw upon and use resources of social, real estate and governmental agencies for assistance in relocation matters; ability to work cooperatively with a variety of public and private agencies, officials and citizens; ability to make use of community facilities to locate housing vacancies; skill in interviewing; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) high school graduation or possession of a high school equivalency diploma and three (3) years of experience which involved community relations, real estate of property management work; or (b) a satisfactory equivalent combination of the foregoing training and experience.

Towns, Villages  
Cities of Rye and Peekskill  
J.C.: Competitive  
1

Job Class Code: O248