

Jurisdictional Class: Competitive
Adopted: February 27, 1992
Revised: May 19, 2010

HOUSING ASSISTANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves management of and involvement with all aspects of rental housing programs administered by the agency. This position includes responsibility for assisting tenants in establishing and maintaining eligibility for participation as well as steps necessary to hold tenants accountable for compliance with leases, policies and procedures. The work is done within perimeters of established policies and procedures and in compliance with various Federal and State regulations. The work is performed under general supervision of the Executive Director with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews applicants to determine eligibility for rental assistance programs;
Processes applications for rental assistance programs in accordance with established policies and guidelines and maintains up-to-date eligibility lists using computer system;
Provides information to property owners and tenants as to their rights and responsibilities under the rental assistance programs and negotiates contracts with the landlords;
Reviews contracts, leases, and requirements with tenant and landlord to ensure full understanding;
Conducts on-site housing quality inspections to determine violations in Federal, State and Local Housing Codes and verifies compliance;
Processes paperwork and obtains necessary documentation to report changes in family status, income verification, or relocations;
Performs annual recertification of eligibility for continued rental assistance using the computer system;
Counsels tenant to assist in continued occupancy participation;
Assigns new rent and housing assistance payments and notifies tenants and landlords of rental payment changes;
Authorizes monthly housing assistance payments to landlords;
Prepares computer generated monthly rent rolls and statistical reports, and reports and reviews present status of the program to the Board;
Maintains and updates computer records, reviews and verifies information, and prepares required reports;
Processes required documents for termination when tenant or landlord fails to maintain eligibility;
Performs other duties as directed in areas such as housing rehabilitation or relocation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

General knowledge of state housing rules and regulations and Federal rules and guidelines regarding the rental assistance programs;
Working knowledge of interview techniques;
Ability to perform basic functions on a personal computer;
Ability to establish and maintain effective professional relationships with coworkers and clients of varied social, economic, and educational backgrounds;
Ability to maintain records and prepare reports using computer system.

Housing Assistance Specialist

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) year of experience in property management or housing assistance and one (1) year of experience in either community relations, community organization, social services, property Management, or housing assistance which must have involved direct contact with the public; or
- (b) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in property management or housing assistance and three (3) years of experience in either community relations, community organization, social services, property management, or housing assistance which must have involved direct contact with the public; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Education beyond high school may be substituted for the above experience on a year-for-year basis except for one (1) year of experience in property management or housing assistance which cannot be substituted.