

ASSISTANT DIRECTOR OF HOUSING

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class assists the Director of Housing or Executive Director/Secretary (Housing Authority) the management and implementation of all aspects of a municipality's Housing and Urban Development Programs. The incumbent works with governmental agencies, financial institutions and community groups to coordinate the Affordable Housing Program undertaken by a municipality. Supervision is exercised over a technical and clerical staff. Work is reviewed directly by the Director of Housing or Executive Director/Secretary (Housing Authority) through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists the Director of Housing or Executive Director/Secretary (Housing Authority) in the management and implementation of all aspects of a municipality's Housing and Urban Development Programs;

Directs the Housing Office or Housing Authority staff in the implementation of all housing programs undertaken by a municipality;

Coordinates various programs of rental assistance, rental rehabilitation and home ownership;

Provides outreach and counseling to the municipality's residents in need of housing;

Secures private sector cooperation in the implementation of all housing programs;

Works with all governmental agencies, financial institutions and community groups to coordinate the Housing and Urban Development Programs undertaken by a municipality;

Acts as the Director in the Director of Housing's or Executive Director/Secretary (Housing Authority)' absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of local, state and federal laws and regulations relating to housing and community development programs; good knowledge of local planning, zoning and building requirements; good knowledge real estate law and regulations; good knowledge of construction, architectural and urban planning techniques good knowledge of recent developments, current literature and sources of information in public budgeting wo ability to prepare financial reports for development activity; ability to organize and execute complex housing development projects; ability to communicate effectively, both orally and in writing; ability to analyze facts and exercise good judgment in arriving at conclusions; ability to establish and maintain effective working relations with employees, professional colleagues, organizations, public officials and the general public; physical cond commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

OPEN-COMPETITIVE

Graduation from a college with federally-authorized accreditation or registration by NY State with a Ma degree and two (2) years of experience in government or private sector housing and urban development programs.

NOTE: Additional years of experience in government or private sector housing and urban development progr; may be substituted for education with a maximum of six (6) years. Candidates must have graduated from a standard senior high school or possess a high school equivalency diploma.

R 5/04/17

SUFFOLK COUNTY

Competitive