

## **MUNICIPAL HOUSING COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for activities relative to housing needs and opportunities in a municipality. This position acts as a liaison with not-for-profit housing groups, private consultants and other agencies regarding housing. As the coordinator, the incumbent maintains a high profile and organizes meetings, prepares reports, organizes housing activities and develops policy. Position receives general direction from a high level municipal official and the governing body with wide leeway given for the use of independent judgment. Supervision may be exercised over subordinates.

### **TYPICAL WORK ACTIVITIES:**

1. Organizes and implements all activities relative to housing initiatives and opportunities;
2. Reviews and prepares recommendations to the governing body with regard to submitted project proposals;
3. Coordinates and oversees housing programs including the application process and project administration;
4. Functions as a liaison for the municipality with not-for-profit housing groups, private consultants and other agencies with regard to housing;
5. Participates in the development, implementation and evaluation of program policies;
6. Directs and implements studies related to housing;
7. Collects, tabulates and analyzes data for public information and departmental reports related to housing;
8. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of federal and state housing program regulations, requirements and practices; knowledge of the principles and practices of public administration; knowledge of the needs of local municipalities; working knowledge of various software packages; group motivation skills; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex oral and written information; ability to work well with officials of federal, state and municipal governments, the public and others; resourcefulness; integrity; good judgment; physical condition commensurate with the demands of the position.

**MUNICIPAL HOUSING COORDINATOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with a Master's degree in public policy; public administration, planning or business administration;
- OR:            (B)     Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in public policy, public administration, planning or business administration and one (1) year of non-clerical work experience in the public sector;
- OR:            (C)     An equivalent combination of training and experience as described in (A) and (B) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT**

Possession of a current valid driver's license.

HU4203

ADOPTED:   8/8/04