



**DUTCHESS COUNTY
CLASS SPECIFICATION**

DIRECTOR FOR HOUSING

DATE ADOPTED: 12/22/2022

LAST REVISION: 3/13/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for evaluating, planning, initiating, and coordinating the county's housing programs and policies. The position shall work across county departments and with outside agencies. The incumbent will educate local municipalities on the importance of housing affordability and diversity and support local efforts to create a more diverse and affordable housing stock. Work is performed under the general direction of the Commissioner of Planning and Development. The Director for Housing will have wide latitude for exercising independent judgment in applying professional knowledge and expertise to specialized problems and issues. Incumbent may be required to work other than normal work hours.

TYPICAL WORK ACTIVITIES:

Typical work activities for the incumbent in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by the incumbent in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Manages County government's issues and concerns as they relate to housing including but not limited to affordable housing, tenant laws, rent stabilization, and community development strategies and information;
2. Provides leadership and direction for strategic planning, policy development and communications as they relate to housing;
3. Acts as representative of the Executive Branch of County Government in contacts with other public bodies, private interests and civic groups to promote and facilitate housing in the County;
4. Acts as primary liaison to the County Executive, working with executive staff on various issues including policy, communications and intergovernmental issues as they relate to housing;
5. Assists in the implementation of a framework regarding a continuum of emergency, transitional and permanent housing with support programs and services;
6. Attends meetings and hearings and coordinates with other County, Federal and State officials and agencies concerning housing issues;
7. Meets with the public, developers and contractors, works with municipal planning and zoning boards to provide technical assistance and recommendations related to housing;
8. Educates the public through media, reports, public meetings and presentations regarding general County housing policy as well as specific projects;
9. Creates and supervises an internal "housing team" to broaden the departments scope and reach on housing-related issues;
10. Coordinates, assigns work and supervises all housing work performed by department, being responsible for quality and quantity of work output and its consistency with department policy;
11. Participates in research, provides technical assistance, collects and analyzes data and provides forecasts to enhance Dutchess County's impact on location decisions, policy discussions and the viability of housing projects;
12. Oversee the implementation of both the County's federally funded HOME Investment Partnership Program and the Housing Trust Fund (HTF);
13. Oversees county government actions to ensure that it is Affirmatively Furthering Fair Housing (AFFH).



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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern practices and principles of housing in order to coordinate the countywide plan for housing; thorough knowledge of the Federal, State and local codes, laws, rules and regulations governing housing; good knowledge of local geography and various municipalities and agencies involved in housing in order to analyze and develop a county plan; ability to research, analyze and evaluate trends in the area of housing; ability to plan necessary modifications to redesign the delivery of the county’s homeless housing and services in conjunction with other concerned municipal and private agencies; ability to use a variety of computer programs to prepare and analyze various types of complex technical and statistical reports; ability to communicate with legislators, executive officers, and analytical and legal staff on significant issues related to housing; ability to negotiate, explain and defend potentially controversial topics with various interest groups and the public; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master’s degree in urban or regional Planning, Economics, Public or Business Administration or a related field AND four (4) years of paid professional work experience, which involved planning and administrative experience, preferably in the field of housing;
- OR: (B) Bachelor’s degree in urban or regional Planning, Economics, Public or Business Administration or related field AND five (5) years of paid professional work experience, which involved planning and administrative experience, preferably in the field of housing;
- OR: (C) An equivalent combination of education, training and experience as described in (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid Driver’s License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/18		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO: Officials / Administrators	FLSA Code: N/A	WC Code: 8810	NYSLRS Job Code: 04500E
REVISION HISTORY: 3/13/23			