

## **HOUSING PROGRAM COORDINATOR**

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

This position involves responsibility for the performance of all duties necessary for the administration of a Section 8 Housing Program in a Town. Responsibilities include the application intake process including interviewing, investigation and verification; interaction with landlords; liaison with Federal Housing and Urban Development Officials (HUD); interpretation of guidelines and procedures and preparation of correspondence and reports. The incumbent of this position functions within a generally prescribed routine, but is responsible for the exercise of independent judgment to a significant degree. Work is performed under the general direction of a higher level employee. Supervision is exercised over subordinate clerical employees.

### **TYPICAL WORK ACTIVITIES:**

1. Accepts and assists in the filling out of applications for tenancy;
2. Investigates prospective tenants by interviews with them;
3. Conducts investigations of potential rental units;
4. Verifies information obtained by checking with landlords and employers;
5. Makes home visits to dwellings of prospective tenants to verify information and determine living conditions and housekeeping habits;
6. Reviews eligibility of applicants for occupancy and, based upon established criteria, approves or rejects tenant application;
7. Compiles and prepares Section 8 Housing reports, statistics and forms including tenant/landlord contract/lease agreements;
8. Disseminates information on Section 8 Housing Program by press releases, advertisements, etc.;
9. Conducts annual and unscheduled verifications of existing tenants incomes;
10. Makes determinations on amount of rent to be charged by consulting promulgated guidelines;
11. Verifies and distributes payments to landlords;
12. Develop and maintain established information and referral networks between clients, landlords and other human service agencies;
13. Maintains occupancy records including family composition and income;
14. Reviews and interprets guidelines relating to Section 8 Housing Program and adjusts program standards accordingly;
15. Participates in appeal hearings of disapproved applicants;
16. Does related work as required.

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

Good knowledge of investigation procedures; good knowledge of the social conditions facing the economically disadvantaged; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to read and interpret guidelines and regulations including Public Housing Law and Codes; ability to meet with and interview a variety of people; ability to communicate effectively, both orally and in writing; good powers of observation; patience; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

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

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience which involved work in examining, investigating or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility or in a registered social work program.

NOTE: College education may be substituted for up to three (3) years of the required work experience above on a year to year basis (30 credits equal to one year).

**SPECIAL REQUIREMENT:**

A department head may require the possession of a valid New York State Motor Vehicle operator's license at the time of appointment.

PL0212

ADOPTED: 12/06/89