

ASSISTANT DIRECTOR, COMMUNITY DEVELOPMENT AND HOUSING

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work of a complex nature which involves responsibility for assisting the Director in the administration, coordination and contractual obligations of the Section 8 Housing and Assistant Payments Program and related Community Development programs under the Housing and Community Development Act. This position is primarily concerned with financial recordkeeping and reporting, budget control and other fiscal management activities. The work is performed under the general supervision of the Director. Supervision is exercised over a small number of clerical and/or technical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the implementation of a variety of administrative processes in connection with program performance;

Assists in monitoring program performance for compliance with federal, state and local laws;

Negotiates with landlords on behalf of new tenants;

Communicates with landlords to resolve housing or payment issues;

Conducts rent surveys and certifies rent reasonableness;

Prepares financial documents and reports as required by the Federal Department of Housing and Urban Development;

Approves all payments made under the Section 8 Housing Assistance Payment Program;

Reviews a variety of documents (e.g. contracts for architects and engineers, bid documents, contracts for construction work, leases, etc.);

Assists the Director with the preparation of administrative and program budgets;

Assists the Director in the staffing, training, scheduling, supervision and evaluation of staff;

Attends pre-construction conferences with contractors to explain the requirements of the program;

Initiates and maintains appropriate fiscal and programmatic controls;

Prepares a variety of reports;

May review federal and state laws and regulations and report findings to the Director;

May act for the Director in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal laws, rules and regulations of the Housing and Community Development Act and Section 8 of the Federal Housing Assistance Program; good knowledge of the principles and practices involved in monitoring and evaluating housing programs; good knowledge of financial recordkeeping principles, practices and procedures; ability to provide appropriate interpretation of rules, regulations, laws and guidelines; ability to maintain records and prepare budgetary and statistical reports; ability to deal successfully with a variety of individuals and groups (e.g. municipal officials, contractors, governmental agencies, the public, financial institute representatives, citizen advisory groups); ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and three (3) years of paid work experience which substantially involved the maintenance of financial records and compliance with governmental rules and regulations relative to the administration of community development and federally-funded housing programs.

NOTE: Additional experience may be substituted for college on a year-for-year basis.

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Competitive