

## **COMMUNITY DEVELOPMENT PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is coordinating work of a moderately complex nature performed in connection with various federal and state housing assistance programs. The work is performed under general direction of the Director, Community Development and in conformance with government standards. Supervision is exercised over a number of clerical and technical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the Section 8 Existing, Section 8 Voucher, Section 8 Project Based Assistance, Section 8 Rental Rehabilitation, Family Unification and Family Self-Sufficiency Housing Assistance Program in accordance with the U. S. Department of Housing and Urban Development (HUD) and the NYS Division of Housing and Community Renewal (DHCR), and Community Development Block Grant (CDBG);

Performs outreach services in order to recruit landlords as well as eligible clients for the Section 8 and HOME Programs by meeting with Tenants' and Landlords' Associations and community groups, preparing and distributing of flyers, preparing media presentations, etc.;

Interviews applicants, evaluates financial resources and makes determinations concerning eligibility for assistance in accordance with HUD and DHCR guidelines;

Meets with eligibles to discuss their rights and responsibilities under the Program and explains documents and regulations in order to ensure understanding and compliance;

Reviews all complaints and refers to appropriate sources;

Prepares contracts and negotiates leases;

Prepares reports required by HUD and DHCR for the issuance of checks to landlords and tenants;

Oversees and participates in the preparation of payments and reports, in accordance with the requirements of regulatory agencies.

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

Thorough knowledge of the Federal Integrated Disbursement and Information System (IDIS)\*; good knowledge of federal laws, rules and regulations of Section 8 Programs of the Federal Housing Assistance Payments and Community Development Block Grant Programs\*; good knowledge of the principles and practices of interviewing; ability to establish and maintain cooperative relationships with public officials, the general public and others; ability to communicate effectively both orally and in writing; ability to maintain records and prepare a variety of reports; ability to understand and interpret regulations, guidelines, and written material, especially pertaining to Section 8 of the federal Housing Assistance Program.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree and three (3) years of experience in one or any combination of the following:

- a. the application of established criteria in examining and evaluating claims for financial assistance, unemployment or insurance benefits or similar program, or
- b. work which included the interpretation of rules and regulations in determining the eligibility of clients for the implementation of a program, or
- c. community outreach or field sales work performed independently or as a technical representative.

(over)

**NOTES:**

1. Experience noted in a., b., and c. above must have involved direct client contact.
2. Two (2) years of administrative or managerial or professional-level work experience in a similar Federal or State Housing Assistance Program may be substituted for the required education on the basis of two (2) years of experience for one (1) year of education.
3. Additional years of the general experience, above, may be substituted for the educational requirement on a year-for-year basis.

\*To be demonstrated during the probationary period.

R.C.D.P. (03.31.1999) 05.08.2015  
Competitive