

## **DEPUTY HOUSING ASSISTANCE ADMINISTRATOR I (EXISTING HOUSING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work which involves overseeing and participating in the process of gathering information and reviewing and evaluating records and applications in connection with Section 8 of the Federal Housing Assistance Payments Program or New York State Division of Housing Programs. In addition, an incumbent of this position assists and acts for and in place of the Housing Assistance Administrator I (Existing Housing) in his or her absence. The work is performed under the supervision of the Housing Assistance Administrator I (Existing Housing) and work direction is given to a small number of Housing Program Assistants and/or clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Interviews and screens applicants off waiting list for initial eligibility and all tenants porting into the program;  
Gathers and verifies income information furnished by applicants;  
Conducts applicant briefing sessions in accordance with HUD requirements;  
Calculates housing assistance payments;  
Issues Housing Choice Vouchers;  
Prepares reports for board meetings regarding Section 8 lease-up, portability and all other program movement;  
Handles all cases of portability tenants coming into program from other Section 8 programs;  
Corresponds with referring housing agencies to ensure the proper completion of all required paperwork;  
Works with accounting department on billing information for portability tenants as well as issuance of monthly housing assistance payments;  
Makes decisions on holding payments due to non-compliance of tenant or landlord;  
Schedules, conducts and completes all relevant paperwork for Housing Quality Standards (HQS) inspections of Section 8 participant's apartments, both initial, annual and quality control;  
Reviews and enters applications into appropriate waiting list category and updates and purges list as needed;  
Maintains electronic reporting of tenant recertifications to HUD, portability files and register of housing assistance payments;  
Directs the flow of clerical work including the maintenance of all records;  
Assists and acts generally for and in place of the Housing Assistance Administrator I (Existing Housing), when required.

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

Good knowledge of laws, rules and regulations as they concern Section 8 of the Federal Housing Assistance Payments Program and New York State Division of Housing Programs; ability to deal effectively and communicate well with others; ability to gather and analyze facts and make suggestions as to financial eligibility of clients; ability to understand and carry out oral and written instructions; ability to maintain records and make reports; ability to use computer software in the completion of assignments\*.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of experience in the application of established criteria in examining and evaluating claims for financial assistance, unemployment or insurance benefits, or similar programs, or in the preparation of fiscal reports or budgets.

**NOTE:** College study may be substituted for the work experience on a year-for-year basis.

\*To be demonstrated during the probationary period.