

## **HOUSING DEVELOPER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work that primarily involves overseeing housing development and related activities and services to prevent homelessness including the resolution of emergency housing situations (e.g. utility disconnects) and home energy assistance. The work includes a responsibility for meeting the goals and objectives of government regulated housing programs. The work is performed under the general direction of a higher-level administrator and supervision is provided to professional, technical and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements rental subsidy programs, in order to minimize the need for emergency housing and prevent homelessness;

Oversees client application process for emergency housing in order to minimize the need for it and prevent homelessness;

Coordinates with staff for the placement of homeless families, including those who may use the warming center or other short-term emergency shelters;

Researches federal, state and local funding sources and collects and organizes information in order to assist in the preparation of grant applications;

Acts as a liaison with the state and local officials, landlords, and community groups in order to enhance the access of public assistance clients to affordable housing;

Conducts unannounced rooming house, hotel and motel inspections and enters data into the New York State Shelter Management system;

Provides technical assistance and support to non-profit organizations and groups interested in developing programs to improve housing availability;

Meets with local housing-related officials (e.g., Section 8, building departments, code enforcements and law enforcement officials, representatives from County departments, etc.) in order to exchange information and encourage cooperation with program objectives;

Acts as liaison with State and local officials, landlords and community groups such (e.g. Legal Aid, Catholic Charities, Helping Hands, etc.) in order to enhance the access of temporary assistance clients to affordable housing and to promote the resolution of problems;

Develops and oversees housing/rental subsidy programs in order to prevent homelessness and minimize the need for emergency housing;

Develops general procedures and record-keeping systems, collects data and prepares reports in accordance with state and local requirements;

Develops and oversees the implementation of new and revised policies and procedures to ensure compliance with same;

Interprets and analyses New York State housing and shelter regulations;

Provides guidance, training and supervision to program-related staff;

Arranges for services, as needed.

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

Thorough knowledge of social services agency functions, especially those related to housing and the development of housing for homeless and potentially homeless clients; good knowledge of state and local policies and regulations related to emergency housing and rental subsidy programs; good knowledge of housing and housing market conditions in Rockland County; ability to establish and maintain cooperative relations with social service and community agency staff, landlords, real estate brokers, and other individuals and agencies involved in housing and housing location; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare oral and written reports, some of a routine and statistical nature; ability to supervise the work of others.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and four (4) years of work experience in a public assistance agency involving substantial public contact\* with clients or members of the public, that must have included, on a regular, ongoing basis, two (2) years of work experience that involved substantial responsibility for the resolution of housing problems, evaluating housing needs, and/or housing development within a public setting.

\*Public contact shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers, or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.

**NOTES:**

1. A Master's degree in Social Work may be substituted for one (1) year of the work experience that involved substantial responsibility for the resolution of housing problems, evaluating housing needs, and/or housing development within a public setting.
2. Additional years of any combination of the required experience may be substituted for the Bachelor's degree on a year- for-year basis up to four (4) years.