

## **SENIOR COMMUNITY BUILDER (COMMUNITY DEVELOPMENT)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily specialized technical work involving responsibility for performing a variety of activities related to housing programs administered by the Rockland County Office of Community Development (e.g. Section 8 Housing; Community Development Bloc Grant). This title is distinguished from that of Community Builder (Community Development) by the level of required knowledge, independent judgment used in completing assignments, and by the complexity of assignments. The work is performed under the supervision of the Director, Housing and Community Development, and in accordance with applicable government regulations (e.g. United States Department of Housing and Urban Development (HUD). Work guidance (i.e., lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews bid documents in order to ensure compliance with Federal housing regulations, especially United States Department of Housing and Urban Development (HUD) regulations;  
Attends pre-construction conferences in order to provide and gather information, evaluate problems, ensure compliance with regulations and procedures, etc.;  
Assists in the preparation of entitlement grant applications by gathering and coordinating information, completing forms, reviewing HUD requirements for grant applications and ensuring compliance with same, etc.;  
Processes vouchers for payment;  
Interviews prospective clients to gather information and assess income eligibility in connection with the HOME/HOPWA tenant based rental programs, and other programs, as needed;  
Prepares lease documents;  
Acts as liaison with various County departments and local government and community agencies and refers clients as needed;  
Meets with and provides information to landlords and residents;  
Monitors program activities and the effectiveness of procedures and services in order to identify the need for new policies and procedures, revisions to existing practices, etc., and makes recommendations to the Director, as needed;  
Assists in the preparation of program budgets by gathering and organizing data and making recommendations, as requested;  
Uses computer applications or other automated systems in the completion of assignments;  
May perform general office work including filing, copying, purchasing, and maintaining records.

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

Good knowledge of Federal laws, rules, and regulations of the United States Department of Housing and Urban Development (HUD), as they pertain to the procedures and processes of the Office of Community Development; good knowledge of Rockland County community resources and agencies as they pertain to housing programs, especially those that are administered by HUD; good knowledge of computer applications and/or automated systems, especially those pertaining the administration of housing programs (e.g. HUD Integrated Disbursement and Information System); good knowledge of record keeping practices, especially as they pertain to community development programs; good knowledge of business arithmetic; ability to maintain records in accordance with established procedures; ability to communicate effectively, both orally and in writing.

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**MINIMUM QUALIFICATIONS:** An Associate's degree or higher and three (3) years of non-clerical experience\* that substantially involved work in the area of community development, property management\*\*, urban renewal, or comparable experience.

**NOTE:**

Additional years of the experience described above may be substituted for the Associate's degree on a year-for-year basis, up to three (3) years.

**PROMOTION:** Two (2) years of permanent status as a Community Builder (Community Development).

\*Work in the area of community development, urban renewal, or related shall include paraprofessional, technical, professional work in these areas and shall not include strictly clerical assignments.

\*\*Property management is defined as work experience in the administration and/or operation of commercial, industrial or residential real estate, performed on behalf of a landlord and/or tenant. Duties of a property manager, or an employee involved in property management, may include activities such as renting property, rent collection, responding to and addressing maintenance issues, advertising vacancies for landlords, doing credit background checks on tenants, lease management, billing and fee collection, and some construction activities.