

## **HUD SECTION 8 PROGRAM ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing technical assistance in a HUD Section 8 housing program for a municipality. The program involves the coordination and provision of federal housing subsidies for eligible tenants and landlords. The incumbent assists in the distribution of HUD funds in accordance with federal regulations. The class differs from that of HUD Section 8 Program Supervisor in that the Program Supervisor has overall responsibility for the program and supervises the Assistant. Work is performed under the general supervision of a higher level employee. Supervision may be exercised over subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Reviews applications to determine eligibility of clients;

Conducts client interviews;

Verifies client income and calculates rent payments;

Conducts home visits for recertifications;

Instructs new landlords regarding HUD rules and regulations;

Conducts housing inspections to determine compliance with federal housing quality standards;

Files and maintains complete tenant files;

Represents Program Supervisor in his/her absence;

Maintains contact with other agencies with regard to client eligibility;

Uses housing software to record changes in tenant records;

Uses Microsoft Word for correspondence.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of HUD Section 8 regulations, requirements, and practices for a municipality; good knowledge of the need in the community for housing; working knowledge of federal and state housing assistance programs; working knowledge of federal housing standards; ability to establish effective working relationships; ability to meet with and communicate effectively with the public; ability to communicate effectively both orally and in writing; ability to understand and interpret complex oral and written information; resourcefulness; integrity.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Housing, Business Administration, Public Administration, Human Services or a substantially related field; **OR**
- B. Two (2) years or work experience as a financial intake worker or in public housing or substantially similar experience; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

ULSTER COUNTY  
3590 HUD PR AST  
Classification: Competitive  
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Adopted: July 17, 1990  
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