

HUD SECTION 8 PROGRAM SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing 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 has responsibility for the distribution of HUD funds in accordance with federal regulations. The class differs from that of HUD Section 8 Program Assistant by virtue of overall responsibility for the program and broader responsibility. Work is performed under the general direction of a municipal board or official. Supervision is 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.

Supervises the operation of a municipal Section 8 Housing program in accordance with Federal and State guidelines;

Supervises and coordinates housing inspection activities;

Supervises and participates in the execution of leases;

Supervises and participates in interviewing clients;

Prepares requisitions for funding;

Prepares and administers annual budget;

Executes all monthly rent checks and all other cash disbursements;

Submits claims for property damage reimbursement;

Prepares and oversees the preparation of a variety of reports;

Attends conferences and reads literature pertaining to new developments in housing programs;

Represents the program at meetings, to a variety of agencies, at hearings and in court;

Projects housing needs for the community;

Researches and establishes utility allowances;

Maintains contact with other agencies in regard to investigations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of HUD Section 8 regulations, requirements, and practices for a municipality; good knowledge of federal and state housing assistance programs;

good knowledge of the need in the community for housing; working knowledge of the principles and practices of governmental budgeting; working knowledge of federal housing standards;

working knowledge of the principles and practices of supervision; 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, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Housing, Business Administration, or Public Administration or a substantially related field; **OR**
- B. 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 and two (2) years of work experience at the technical level in public housing; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Note: Work as described above or work experience as a financial intake worker or substantially similar experience may be substituted for the above training on a year-for-year basis.

ULSTER COUNTY
3600 HUD PR SUP
Classification: Competitive
OA

ADOPTED: July 17, 1990