

CLASS TITLE: SENIOR HOUSING SPECIALIST

Class Code: 02716300
Pay Grade: 26A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible and complex work involving the execution of specific phases of statewide programs designed to meet a variety of housing needs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the use of independent judgement; work is usually reviewed upon completion for adherence to desired objectives and results obtained.

SUPERVISION EXERCISED: As required, may supervise the work of technical and clerical employees assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible and complex work involving the execution of specific phases of statewide programs designed to meet a variety of housing needs.

To perform complex tasks in support of the home repair program for eligible individuals.

To provide involved interpretations and explanations of housing programs to community groups, developers, public and private agencies, tenants, landlords and the general public.

To make research studies and surveys of existing and proposed housing activities and to make recommendations based on the analysis of data accumulated.

To perform complex tasks in the execution of rent subsidy and financial assistance services provided by the state.

To confer with and assist private and public officials in coordinating various aspects of housing related programs.

As required, to attend and participate in meetings, hearings and conferences.

To provide relevant data for use in the development of proposed legislation.

To be cognizant of the effect of new legislation on existing housing programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques utilized in the delivery of a variety of housing services; a working knowledge of federal and state legislation and guidelines pertaining to various housing programs; a working knowledge of federal, state, local and private resources dealing with housing problems; the ability to compile research proposals containing findings and recommendations; the ability to establish effective working relationships with superiors, subordinates and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Public Administration, Business Administration, Urban Economics, Planning, or a closely related field; and

Experience: Such as may have been gained through: employment in a position requiring the performance of complex tasks in the delivery of housing services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 4, 1977

Editorial Review: 3-15-2003