

## **ASSISTANT HOUSING ASSISTANCE PAYMENTS PROGRAM SUPERVISOR**

**06530**

**(Competitive)**

### **DISTINGUISHING FEATURES OF THE CLASS**

This is supervisory work performed in the operation of subsidized housing programs funded by the federal department of Housing and Urban Development (HUD) in the Syracuse Housing Authority. Under the general supervision of the Housing Assistance Payments Program Supervisor, an employee in this class assigns, reviews and participates in the work of subordinates engaged in the review and verification of applications for subsidized housing assistance. An employee in this class recommends to the program supervisor the approval or disapproval of applications and the amount of housing assistance payments for eligible families. Supervision is exercised over a small number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Assigns and reviews completed work in accepting, recording, coding and approving applications for subsidized housing assistance according to HUD criteria; participates in the processing of applications. Verifies amount of housing assistance payments for eligible families; makes recommendations to the program supervisor.

Reviews and recommends to supervisor the certification and verification of family income for Compatibility with HUD criteria.

Provides subsidized housing program information regarding HUD eligibility criteria, housing availability and related matters to applicants, tenants and landlords.

Evaluates applicant and tenant housing needs, such as physical environment needs, financial capability and other factors related to housing needs.

Negotiates amount of subsidized rent with property owner according to HUD criteria.

Implements procedures to resolve housing or tenant problems regarding applications, evictions or property conditions.

Compiles and maintains records related to subsidized housing; assists in preparing narrative and fiscal data for HUD reports.

### **FULL PERFORMANCE KNOWLEDGES SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of the provisions, rules and regulations of HUD housing assistance program.

Good knowledge of the economic and social factors related to housing programs.

Working knowledge of the principles and practices of supervision.

Ability to relate well to applicants, tenants and landlords.

Ability to communicate well both orally and in writing.

Ability to supervise in a manner conducive to full performance and high morale.

Ability to prepare narrative and fiscal reports.

### **MINIMUM QUALIFICATIONS**

Promotion:

One (1) year of permanent competitive class status in the title of Tenant Selector or Housing Choice Voucher Specialist.

Open Competitive:

A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in social science or human services or resources and three (3) years of work experience in social services, human services or a closely related field; or,

B. Five (5) years of work experience, or its part time equivalent, in social services, human services or a closely related field; or,

C. An equivalent combination of training and experience as described in (A) and (B) above.

### **SPECIAL REQUIREMENT**

Possession of a valid Class V driver's license issued by the New York State Department of Motor Vehicles at time of appointment.

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