

Department: Towns of Jay & Wilmington
Village of Lake Placid

SPEC DISK H3
DOCUMENT 64

Classification: Non-Competitive

Grade: _____

HOUSING ASSISTANCE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in planning and carrying out a rent assistance and housing rehabilitation programs. The work involves public contact in assisting qualified homeowners to renovate substandard houses and providing qualified renters subsidies in order to afford acceptable apartments. These two programs are Federally funded and the incumbent must adhere to strict guidelines in carrying out the duties of the position. The work is performed under the general supervision of a higher level administrator or legislative body with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision of others is not a function of this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Publicizes the housing rehabilitation program and the rent subsidy program to inform qualified individuals of the eligibility criteria and benefits provided;
Receives applications for rehabilitation or rental assistance, gathers necessary documentation and screens them against HUD criteria;
Performs on-site surveys of property to be rehabilitated or rented to be sure that they meet building codes, are structurally sound and are suitable for habitation;
Prepares contracts with material suppliers and contractors involved in rehabilitation projects;
Inspects rehabilitation work performed under the program to assure contract compliance;
Disburses rehabilitation and rent subsidy payments according to guidelines for approved recipients;
Assists families to find suitable housing and attempts to resolve problems preventing program participation;
Reviews requests for lease approval and comments according to compatibility with local policy and federal guidelines;
Negotiates contracts with owners for participation in the program;
Encourages amicable tenant-landlord relationships and mediates disputes and misunderstandings;
Refers families to appropriate social service or other government agencies whenever need is perceived;
Administers contracts and takes appropriate action in case of non-compliance or default;
Keeps records and prepares reports on the activities of the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the provisions, rules and regulations of the HUD housing rehabilitation and assistance programs; working knowledge of residential dwelling construction and maintenance; working knowledge of economic and social factors related to housing programs; working knowledge of local housing market; familiarity with the methods and techniques of publicizing programs for specific target groups; ability to compose informational pamphlets and brochures; ability to edit, revise and occasionally write informational news releases; ability to interpret laws, regulations and policies to the public; ability to inspect and evaluate condition of housing units;

ability to make eligibility determinations by comparing applications to written criteria; skill in resolving disputes between tenant and landlord; skill in interviewing to record specific information; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Three years of experience in building construction, repair or maintenance which shall have involved cost estimation and/or dealing with the public; or

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(b) Graduation from a regionally accredited or New York State register college or university or technical school with an Associate Degree in Engineering or Building Construction Technology or a related field and one year of experience as defined in (a); or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).