

HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST 271-N

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing professional and technical duties in supporting and improving housing and community development in order to enhance the economy of Sullivan County, and to create, retain and improve housing opportunities to foster community development within the County by working with the housing and community development sectors. The employee shall assist in the day-to-day administrative oversight over housing and community development programs administered through the Division of Planning and Environmental Management. Supervision may be exercised over the work of subordinate professional, technical and clerical staff. Work is performed under the general supervision but considerable leeway is allowed to independently perform job requirements.

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.*

Assists the Deputy Commissioner in overseeing Housing and Community Development components of Planning and Community Development, including planning, organizing, directing, coordinating, supervising and evaluating the delivery of service of Housing and Community Development programs;

Assists in developing, updating and implementing long-term strategic plans and programs for Housing and Community Development in the County, including the Sullivan County Housing Plan and the County-Wide Resiliency Plan;

May represent the County on various committees or task forces relevant to Housing and Community Development;

Works with various governmental and non-governmental housing and community development agencies to develop and assemble a portfolio of financial resources, including grants and loans to support community development projects and to increase and improve the County's housing stock;

Assists the Deputy Commissioner in developing and maintaining collaborative partnerships with local organizations, community groups, and state, county and local government institutions related to the development and implementation of Housing and Community Development programs;

Communicates the importance of Housing and Community Development in Sullivan County to real estate brokers, major employers and community organizations;

Networks with individuals and various organizations to improve and enhance the viability of a healthy housing market and community development programs;

Prepares grant applications for private, state and federal financial assistance on behalf of the County and its municipalities;

Administers and monitors grant awards to ensure compliance with applicable laws, rules and regulations, including communications with funding agencies and grant sub-recipients, as needed;

Assembles, maintains and updates data on Housing and Community Development related information such as HUD housing numbers, fair market rents, area demographics, etc.;

Prepares and conducts oral and graphic presentations to inform legislative bodies, boards, agency heads and the general public;

Provides technical assistance to municipalities on housing and community development projects;

Coordinates the review and update of the Fair Housing Plan and ensures compliance to

affirmatively further fair housing; and

Communicates with project stakeholders and the general public regarding the work of the County in housing and community development.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of housing and community development factors related to Sullivan County; ability to make clear and concise oral presentations; ability to work with local organizations and to build consensus; ability to collect, analyze and present planning data; ability to understand and interpret maps, charts and graphs; ability to understand and interpret written material; ability to organize and conduct planning activities including research, analysis, and writing reports; ability to think independently and creatively; reliability, resourcefulness; good judgment; tact and courtesy; and sensitivity to issues of cultural diversity. Working knowledge of computer application software.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of experience in planning or housing and community development; or
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree, and four (4) years of experience as outlined in (A) above; or

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- (D) Graduation from high school, or possession of an equivalency diploma, and six (6) years of experience as outlined in (A) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: *Accessibility to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated:6/22/2022

Jurisdictional Class:Competitive

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NYS Civil Service Commission Approval:N/A

Reviewed and placed in Classplan:

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