

RESIDENTIAL POLICY COORDINATOR

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DISTINGUISHING FEATURES OF THE CLASS: This position involves overseeing and coordinating a variety of duties in dealing with the Affordable Housing Policy and Short-Term Rental Policy. This work is performed under the general direction of the Commissioner of Family Services or his/her designee with wide leeway allowed for carrying out specific details of the program. 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.*

Organizes and implements activities of the Sullivan County Local Planning Committee and its contributions to the Balance of State Continuum of Care (CoC) program for affordable housing;

Researches short-term rental regulations and collaborates with county and local level officials on short term rental policy to balance economic opportunity with community needs;

Functions as a liaison between the County, local municipalities, housing focused not for profits within Sullivan County on affordable housing issues;

Coordinates and conducts outreach to local communities, civic organization and non-profit groups on available affordable housing programs;

Conducts outreach with property owners and renters to educate County residents and visitors on short-term rental rules and regulations;

Reviews and prepares recommendations to the CoC County Local Planning Committee and County Land Bank with regard to affordable housing project proposals;

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Assists local municipalities in the development of rental property policies and code enforcement

best practices;

Directs and implements studies related to affordable housing and short and long-term rental

property acquisition and use in Sullivan County;

Collects, tabulates and analyzes data for public information and departmental reports related to

affordable housing, short and long-term rentals;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working knowledge of the requirements of the multiple residence law; fire codes,

and other laws, rules, regulations, and ordinances having to do with the occupation of buildings;

ability to prepare letters and reports; ability to express ideas clearly both orally and in writing;

ability to deal effectively with the public; ability to follow complex oral and written instructions;

thoroughness; courtesy; resourcefulness, integrity; and good judgment.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university

with a Bachelor's Degree and four (4) years of experience in federal, state, county or local

policy making; or

(B) Graduation from a regionally accredited or New York State registered college or university

with an Associate's Degree and six (6) years of experience in federal, state, county or local

policy making.

NOTE: This class requires a valid appropriate class driver's license or reasonable access to transportation to meet field work requirements in a timely manner during the ordinary course of business.

SPECIAL REQUIREMENT: An appointee must possess a certificate indicating successful completion of basic or advanced code enforcement training as set forth in 19 NYSCRR Part 434 at time of appointment.

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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Last Reviewed: January 22, 2021
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/6/2023
Revised and Replaced in Classplan: 5/14/2025 (Edu)