

## SENIOR HOUSING COORDINATOR

463-E

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and coordinating one or more major service components of the County Temporary Assistance Housing Unit. The incumbent will also provide supervision, training, and direction to other Housing Coordinators performing similar duties. The incumbent will serve as the primary liaison between the County and local municipalities, housing focused not-for-profit organizations, and public housing authorities. Employees in this class become thoroughly familiar with the requirements and regulations used in providing housing services under temporary emergency housing, shelters, and warming centers. Duties involve significant involvement in data collection and analysis, as well as, the development of plans and reports. This work is performed under the general direction of Commissioner of Social 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.*

Responsible for the supervision and training of Housing Coordinator staff;

May process and/or approve payment vouchers for motels used for temporary emergency housing;

may oversee voucher payment process performed by Clerical staff;

Functions as a liaison between the County of Sullivan, local municipalities, housing focused not-

for-profits, and public housing authorities within Sullivan County on affordable housing

issues;

Coordinates and conducts outreach to local communities, civic organizations and non-profit

groups on available affordable housing programs;

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

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

Works with Code Enforcement Officials and assists local municipalities in the development of rental property policy;

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;

Assesses housing barriers of individuals and families experiencing homelessness to determine housing and service needs;

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; and

Does related work as required.

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

**CHARACTERISTICS:** Strong working knowledge of Microsoft Office Suite; thorough understanding of housing-related programs; ability to communicate effectively orally and in writing; ability to collaborate with public, non-profit and commercial partners; resourcefulness;

integrity; and good judgment.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university, and six (6) years of experience in human services, with at least two (2) years spent working on housing assistance, either individually or as part of a team, developed and/or implemented a program or project. Specific knowledge of housing policy, community and/or economic development preferred, but not essential. Supervisory or training experience preferred.

(B) Possession of an Associate's Degree from a regionally accredited or New York State registered college or university, and eight (8) years of experience in human services, at least two (2) years spent working on housing assistance either individually or as part of a team, developed and/or implemented a program or project. Specific knowledge of housing policy, community and/or economic development preferred, but not essential. Supervisory or training experience preferred.

**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.

---

Y:\CLASSPLAN\SENIORHOUSINGCOORDINATOR.DOC

Originated: 1/24/2023

Jurisdictional Class: Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 2/9/2023

Revised and Replaced in Classplan: 5/15/2025 (Edu)