

ADMINISTRATIVE HOUSING DEVELOPMENT SPECIALIST**General Statement of Duties and Responsibilities**

This is a management class of positions. All personnel perform work involved in the development, implementation and administration of publicly-aided housing programs and the conservation of neighborhoods. All personnel perform related work. Following are typical assignments within this class of positions.

Under general direction, with wide latitude for independent judgment and decision making, is responsible for the development of community upgrading strategies for neighborhoods, boroughs and/or the City as a whole. Directs complex technical research and analyses related to developing the agency's policies, programs, and projects. Directs negotiations to obtain funding. May allocate program resources according to federal, state or city regulations. Ensures compliance with those regulations. Coordinates activities in the development, acquisition or sale of city-owned housing property. Manages programs to assist residential property owners and tenants to remove housing violations, and to maintain and rehabilitate housing stock. Oversees the management of City-owned residential property. Directs programs for the maintenance, rehabilitation and upgrading of such property; develops and implements programs designed to return such property to private ownership. May serve as director of a publicly-subsidized housing loan program. Represents the program at meetings with other government agencies and with public and private institutions and groups. Supervises directly a number of professional and support staff. May perform duties of the supervisor in his/her temporary absence; or performs other assignments equivalent to those described herein.

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ADMINISTRATIVE HOUSING DEVELOPMENT SPECIALIST (continued)General Statement of Duties and Responsibilities (continued)

Under administrative direction, with very wide latitude for independent judgment, decision making and unreviewed action, is responsible for overseeing the operations of several bureaus as described above. Performs the duties described but on a higher level of complexity and responsibility. Coordinates the efforts of these bureaus with each other and with the agency as a whole. May perform the duties of subordinate managerial positions. May perform the duties of the supervisor in his/her temporary absence; or performs other assignments equivalent to that described herein.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time satisfactory professional experience in the development, design, construction, appraisal, financing, negotiation or disposition of real estate or in real estate law, or in urban planning, design or renewal, or analytical or coordination work related to housing programs; at least 18 months must have been in an executive, administrative or managerial capacity or supervising professional personnel performing work in the fields noted above; or
2. Education and/or experience which is equivalent to "1" above. Graduate study in the field of urban studies, city planning, business or public administration, finance, architecture, engineering or other related fields may be substituted for up to one year of the required experience on the basis of 30 credits equaling one year of experience. Graduation from an accredited law school may be substituted for one year of the required experience. However, all candidates must have three years of work experience including at least 18 months of executive, administrative, managerial or supervisory experience as described in "1" above.

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ADMINISTRATIVE HOUSING DEVELOPMENT SPECIALIST (continued)

Qualification Requirements (continued)

Special Note

Experience as a real estate broker, real estate salesperson, manager of real estate, or similar experience which is primarily involved with the sale, lease, rental, or management of real estate, or experience which is primarily involved with the monitoring of construction, is not acceptable.

Direct Lines of Promotion

From: Associate Housing Development
Specialist (22508)

To: None