

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department Planning Housing & Community Development	Bureau, Division, Unit or Section Housing	Location of Position 38 Hawley St Binghamton NY 13901
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2. Description of Duties: Project and program management

Job Title: HOUSING & COMMUNITY DEVELOPMENT SPECIALIST

Percent of Work Time	Job Duty
20%	<p>SPECIFIC WORK ACTIVITIES:</p> <p>PROGRAM BUDGET MANAGEMENT-Keeps current with HOME, CDBG, and NYS AHC fund balances. Assist Housing Supervisor with the implementation and management of Housing Programs in relationship to funding cycles for each; Draft and maintain Project Agreements for Community Housing Development Organizations (CHDO); Assists with set up, maintaining, and closing out all federally funded housing projects in the Federal Integrated Disbursement and Information system (IDIS); Maintains Excel spreadsheets for Federal and NYS funded Housing related programs for Federal and State grant management and for monitoring review purposes during the affordability requirements.</p>
20%	<p>CLIENT INTAKE - Manage client intake for City of Binghamton Housing CDBG and HOME rehabilitation programs and first-time homebuyer programs; Meet with applicants to finalize eligibility for subsidized housing programs assistance; Reviews participant obligations with applicant.</p>
20%	<p>REGULATORY-Keeps abreast of current Federal and State Fair Housing laws; assists with Fair Housing reviews and monitoring; Coordinates HUD mandated on-site tenant records monitoring and auditing during the affordable housing development project Affordability Periods; Assists with yearly on-site review of tenant rent records for CHDO affordable housing development projects to ensure compliance with HUD mandated affordability periods; Responsible for maintaining the integrity of the program through awareness of fraud and abuse indicators.</p>
20%	<p>GRANT SUPPORT- Assist Grants Administrator and Housing Supervisor in drafting future affordable housing rehabilitation grants available through state and federal agencies; Maintains Excel spreadsheets for Federal and NYS funded Housing related programs and grant management; Assists with grant requirements such as quarterly and yearly reporting requirements; disbursement of fund requests to participating agencies; formulate and submit plans to participating NYS grant agencies for MWBE and Section 3 requirements as needed. Coordinates the close out procedures set forth in the grant agreements.</p> <p>CUSTOMER SUPPORT- Provides information to staff and the public regarding federal, state and municipal housing programs, and available services; Promotes and Markets availability of resources; Answers phone calls and assists walk-in visitors with information on the City of Binghamton Housing programs.</p>

(Attach additional sheets if more space is needed)

July 14, 2023

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Juliet Berling	Director PHCD	General
Steve Carson	Manager Hud Admin & Housing	Direct
Jeff Wood	Housing Specialist/Manager	Direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years
 College 2 Years, with specialization in AA Economics, Public Administration, Business Administration, Communication
 College 4 Years, with specialization in BA Economics, Public Administration, Business Administration, Communication

Experience: (list amount and type)

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Economics, Public Administration, Business Administration, Communication or a similarly related field and one year of experience in financial office work with a public or private agency adhering to acceptable standards; or
- (b) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in one of the fields in (a) above and 2 years' experience as defined in (a) above; or
- (c) Graduation from High School or possession of a High School equivalency diploma and 2 years' experience within City of Binghamton's Housing Division; or 3 years' experience as defined in (a) above.

Essential knowledges, skills and abilities:

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of financial and managerial accounting practices; Ability to utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; Skill in Micro Soft Excel mathematical applications and calculations;
 Knowledge of Federal Community Development Block Grant and HOME Community Entitlement; Familiarity with Federal and State housing laws, rules and regulations.
 Knowledge of New York State Affordable Housing and Community Renewal Agency grant opportunities;
 Ability to prepare oral and written reports;
 Ability to maintain effective working relationships with others; Good judgment, tact, and initiative;
 Physical condition commensurate with the demands of the position.

Type of license or certificate required: None

7. The above statements are accurate and complete.

Date: 7/14/23 Title: Director PHCD

Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____

Jurisdictional Classification: _____

Date: _____

Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved**
- Disapproved**

Date: _____

Signature: _____

Return One Completed Copy To Civil Service Commission

July 14, 2023