

## **HOUSING & COMMUNITY DEVELOPMENT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** Located in the Department of Planning, Housing and Community Development, Division of Housing and HUD Administration, under the general supervision of the Planning, Housing and Community Development Director, the work involves collection of data necessary to facilitate various community development initiatives related to housing and homelessness prevention, administering sub-recipient contracts and reporting to the U.S. Department of Housing and Urban Development (HUD) on federal program compliance. The incumbent assists with planning and compliance duties and identifies program development issues as related to the City's Community Development Block Grant Program (CDBG). The incumbent provides support to HUD Administration Manager and Housing Supervisor and to the Housing Division, information to staff and the public regarding available programs, funding and federal and state regulations. This position is responsible for program specific inventory, analysis and grant administration in addition to assisting in special community development activities.

This position assists with the Housing Rehabilitation Programs, First Time Homebuyer Programs, and other Housing Programs/Grants, in terms of data management, client intake; budget management; grant support; and direct customer support.

### **TYPICAL WORK ACTIVITIES:**

Assists with the preparation of reports to HUD on federal program compliance and the Consolidated Plan and CDBG Action Plan application process;

Maintains grant budgets, tracking spreadsheets, and payment request submittals; may assist with grant applications;

Provides information to staff and the public regarding federal, state and municipal housing programs, and available services;

Attends and participates in CDBG public hearings;

Attends, participates and assists with Community Development Advisory Committee meetings;

Enters and retrieves information in an automated information system;

### **SPECIFIC WORK ACTIVITIES:**

**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.

**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.

**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.

**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.

**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.

**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.

**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.