

COMMUNITY BUILDER*

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical and clerical work involving responsibility for performing a variety of functions related to housing programs. The work is performed under the supervision of a higher-level administrator and in accordance with applicable government regulations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares documentation, reports, vouchers, etc. for various grants (e.g., National Development Council Community Development Block, etc.) in accordance with the requirements of the United States Department of Housing and Urban Development;

Verifies payments and maintains a variety of records in accordance with Federal guidelines;

Maintains records and accounts for grants and other projects by posting ledgers, maintaining basic account balances and processing vouchers;

Evaluates applicants' financial resources and makes recommendations concerning eligibility for assistance according to guidelines set forth by the Department of Housing and Urban Development (HUD) and New York State Division of Housing;

Assists with the preparation of various Federal reports (e.g., Consolidated Action Plan, Consolidated Annual Report) and budget planning by gathering and organizing relevant information;

Reviews Federal guidelines and procedures in order to distribute information, review records, etc. needed to ensure compliance;

Develops and maintains filing systems, including computer-based information systems;

Performs general office clerical duties (e.g., maintaining records, filing);

May conduct housing unit inspections for compliance with quality standards;

May complete special projects and attend meetings, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office procedures, terminology and equipment; good knowledge of record keeping procedures, especially as they pertain to community development and housing programs; good knowledge of business arithmetic; working knowledge of Federal laws, rules and regulations of the United States Department of Housing and Urban Development (HUD)**; working knowledge of computer applications and/or automated systems, especially those pertaining to the administration of housing programs (e.g., HUD Integrated Disbursement and Information System**); ability to maintain cooperative relationships with others; ability to maintain records in accordance with established procedures; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. An Associate's degree or higher or equivalent college credits (minimum of sixty (60) credits) and two (2) years of experience in preparing, processing, reviewing and/or monitoring reports, vouchers, documents, etc. relating to compliance with rules and regulations of specific programs (e.g., housing benefits, financial assistance, etc.); or
2. An Associate's degree or higher or equivalent college credits (minimum of sixty (60) credits) and three (3) years of office clerical or business experience.

NOTES:

1. Graduation from high school or possession of an equivalency diploma plus additional years of the required work experience may be substituted for the Associate's degree on a year-for-year basis.

(over)

2. Paid work experience in a community development, property management***, urban renewal or comparable setting, may be substituted for the experience described in (1.) or (2.) above on the basis of one (1) year of community development, property management, urban renewal, etc., experience for two (2) years of experience in (1.) or (2.) above.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

*This reflects a retitling of Community Builder (Community Development).

**To be demonstrated during the probationary period.

***Property management is defined as work experience in the administration and/or operation of commercial, industrial or residential real estate, performed on behalf of a landlord and/or tenant. Property managers may act as the liaison between a landlord or property management firm and a tenant. Duties of a property manager or an employee involved in property management, may include activities such as renting property, rent collection, responding to and addressing maintenance issues, advertising vacancies for landlords, doing credit background checks on tenants, lease management, billing and fee collection and some construction activities such as making arrangements for remodeling and repairs.

R.C.D.P. (08.14.2020) 05.15.2025
Competitive

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.