

PRINCIPAL COMMUNITY BUILDER

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical and supervisory work involving the responsibility for overseeing and coordinating the daily activities of the Section 8 program in the Department of Social Services. The work is performed under the general supervision of a higher-level administrator and supervision is provided to clerical and technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the daily activities of the Section 8 program and supervises Section 8 program staff;
Reviews tenant files for accuracy, completeness and adherence to program regulations;
Prepares reports, statistics and forms, as required;
Assists in resolving client complaints and disputes;
Ensures program staff are properly trained per current governing regulations;
Presents evidence in administrative hearings on behalf of the department for non-compliant participants;
Participates in program audits conducted by governing agencies by gathering information, preparing statistical data, organizing data, etc.;
Oversees the review of bid documents to ensure compliance with federal housing regulations;
Assists in the preparation of program budgets by gathering information, organizing data and making recommendations;
Reviews and analyzes budgets as submitted for funding to ensure compliance with general underwriting and duplication of benefits regulations;
Implements and conducts community education and outreach efforts, as required;
Uses computer applications and other automated systems in the completion of assignments;
May conduct housing unit inspections and site visits for compliance with quality standards;
May act as a liaison with local agencies, private groups, community organizations, etc. to provide and exchange information with regard to policies and regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of record keeping practices, especially as they pertain to community development and housing programs; thorough knowledge of Federal laws, rules and regulations of the United States Department of Housing and Urban Development (HUD); thorough knowledge of Rockland County community resources and agencies as they pertain to housing programs, especially those that are administered by HUD; thorough knowledge of community based organizations that address clientele who may be eligible for HUD programs; good 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); good knowledge of housing inspection procedures in accordance with United States Housing and Urban Development (HUD) requirements; ability to establish and maintain cooperative relationships with others; ability to understand and interpret rules and regulations; ability to prepare reports; ability to supervise the work of others; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and four (4) years of non-clerical paid work experience* that involved experience in the area of community development, land use planning, affordable housing, urban renewal, economic development as it relates to (HUD)**, property management*** or comparable experience, at least one (1) year of which must have included the supervision of staff; or
(over)

2. A Bachelor's degree or higher and two (2) years of non-clerical paid work experience* that involved experience in the area of community development, land use planning, affordable housing, urban renewal, economic development as it relates to (HUD)**, property management*** or comparable experience, at least one (1) year of which must have included the supervision of staff.

NOTE: Graduation from high school or possession of an equivalency diploma plus additional years of the required paid work experience may be substituted for the college degree on a year-for-year basis.

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

PROMOTION: Two (2) years of permanent status as a Senior Community Builder.

*Paid work experience in the area of community development, land use planning, affordable housing, urban renewal (Section 8, Supportive Housing programs, Housing Choice Vouchers) or related shall include paraprofessional, technical, professional work in these areas and shall not include strictly clerical assignments.

**Economic development as it relates to HUD may include activities such as community engagement, infrastructure development, disaster mitigation, water/energy efficiency, land use planning, regional accessibility, building design and performance measurement.

***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. (06.09.2025) 10.20.2025
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.