

## **SECTION 8 PROGRAM ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily supervisory work that involves the responsibility for supporting the overall management and administration of the Section 8 program and entails meeting the goals, objectives and requirements of the government housing program. The work is performed under the general direction of the Housing Coordinator (Social Services), in compliance with local, New York State and federal regulations. Supervision is provided to professional, technical and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Responsible for the United States Department of Housing and Urban Development Section 8 programs including the Project & Housing Based Housing Choice Voucher Program, Home Ownership Program, Mainstream Voucher Program, Foster to Independence Initiative etc.;

Oversees all aspects of the housing program including waitlists, lotteries, eligibility determination, case management, program management, preparation and maintenance of records, voucher issuance, leasing, inspections, recertifications, transfers, etc.;

Monitors programs and ensures program compliance with applicable HUD, state and local laws and regulations by conducting quality control reviews;

Performs annual inspections of subsidized units to ensure Federal Housing Quality standards are met;

Acts as a liaison to departments, county agencies, private groups, landlords and community organizations to coordinate activities, resolve issues and exchange information;

Represents the agency during internal audits and program audits conducted by the United States Department of Housing and Urban Development, Section 8 Management Assessment Program, New York State Homes and Community Renewal, etc.;

Prepares reports, statistical summaries and correspondence, as required, and responds to inquiries from regulatory agencies;

Participates in the preparation and administration of the annual budget e.g., analyzes program needs, monitors expenditures, etc.;

Develops and implements policies and procedures in accordance with Federal, State and local directives and regulations;

Determines staffing needs and develops, conducts and participates in training sessions;

Acts as local administrator for New York State Homes and Community Renewal and manages and promotes the Security and Landlord Incentive Program;

Conducts administrative hearings for non-compliant participants and provides judgments regarding termination or continued program participation;

Negotiates repayment agreements and monitors reimbursements to ensure terms of payments are fulfilled;

Oversees and monitors the review and revision of payment standards and schedule of allowances for tenant utility costs;

Negotiates rent utilizing payment standards within the required range of HUD fair market rent.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of federal housing program laws, rules and regulations of the United States Department of Housing and Urban Development (HUD) Section 8 programs; thorough knowledge of housing inspection procedures in accordance with United States Department of Housing and Urban Development (HUD) Section 8 requirements;

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thorough knowledge of Department of Social Services' functions, especially those related to housing and the development of homeless and potentially homeless clients; good knowledge of New York State and local policies and regulations related to emergency housing and rental subsidy programs; good knowledge of housing and housing market conditions in Rockland County; good knowledge of the principles and practices of administration; ability to supervise the work of others; ability to understand and interpret complex rules and regulations; ability to establish and maintain cooperative relations with others, especially social services and community agency staff, landlords, real estate brokers, and other individuals and agencies involved in housing and housing location; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material; ability to maintain records and prepare a variety of reports.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher and four (4) years of experience which substantially involved the maintenance and/or administration of a local, state, or federal housing program, two (2) years of which included the supervision of staff.

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