

RENTAL SUBSIDY PROGRAM TECHNICIAN

Department: Comptroller
Classification: Competitive
Specification Number: 1590
Approved: 3/30/22
Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree, and two (2) years of experience in establishing eligibility for participants and overseeing the day-to-day operations of a federally funded rental subsidy program; or,**
- b) Graduation from a standard senior high school or possession and four (4) years of experience in establishing eligibility for participants and overseeing the day-to-day operations of a federally funded rental subsidy program; or,**
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).**

PROMOTIONAL

Two (2) years of permanent competitive status as a Rental Subsidy Program Assistant.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class manages a caseload of participants in a federally funded rental subsidy program administered by the Town Comptroller's Department. The incumbent is responsible for certifying the eligibility of applicants and assists with the recruitment of landlords. Duties require independent judgment and initiative. Work is performed under the general direction of the Town Comptroller or Deputy Comptroller. Does related work as required.

TYPICAL WORK ACTIVITIES

- Screens applicants for eligibility;**
- Prepares necessary forms to process eligible applicants;**
- Coordinates any necessary recertification of participants and inspection of premises;**
- Provides information for federal grant applications, amendments and reports;**
- May serve as a liaison with Federal, County and local agencies involved in the program;**
- Recruits' landlords for program participation;**
- Assists tenants in resolving maintenance problems with landlords.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of federally funded rental subsidy program laws, regulations and operations as they apply to the town; ability to learn and utilize housing and building codes of the town; ability to maintain effective working relationships with public officials and program participants; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.