

**HOUSING DEVELOPMENT SPECIALIST  
OCCUPATIONAL GROUP [324]**

**HOUSING DEVELOPMENT SPECIALIST**

**Duties and Responsibilities**

This is a professional class of positions involved in analytical work related to the development and/or the implementation and coordination of publicly-aided housing programs and the conservation and/or redevelopment of neighborhoods. All personnel may serve as a principal assistant to the supervisor as well as perform the duties of that individual in his/her temporary absence. There are two Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

**Assignment Level I**

Under supervision, assists in coordination or analytical work in the development, implementation and/or administration of housing programs designed to preserve and upgrade neighborhoods, or to redevelop urban renewal areas or preserve and/or create public and private housing.

**Examples of Typical Tasks**

Assists in coordinating various activities related to the disposition of City-owned land. Tasks include assisting in: the review and assessment of developer eligibility and project feasibility; the preparation and submission of land disposition documents including ULURP/UDAAP packages; the preparation and monitoring of contracts to implement projects.

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**HOUSING DEVELOPMENT SPECIALIST** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Assists in performing various planning activities related to the development and implementation of housing programs. Tasks include assisting in: the conduct of research and field surveys and analyses of data, including zoning resolution data; the preparation of grant proposals and "requests for proposals"; the selection of projects to receive Section 8 and other similar rent subsidies.

Assists in implementing various alternative property management programs. Tasks include assisting in: the review of applications for housing programs; the counseling of applicants regarding program entrance requirements; the overseeing and monitoring of contracts or leases with alternative managers.

Reviews performance summaries, management and financial reports submitted by sponsors, tenant associations and 7A Administrators; makes appropriate recommendations.

Assists in conducting analyses of City-owned buildings for potential sale to private owners.

Assists in coordinating housing services within a community including code enforcement, counseling, rehabilitation loan processing and other related services as needed.

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**HOUSING DEVELOPMENT SPECIALIST** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Informs developers, sponsors, community/tenant groups, and prospective purchasers of City-owned or other publicly owned or funded buildings about the goals and procedures of agency programs for the development, rehabilitation, community/tenant management or sale of single-family homes and/or multiple dwellings.

Performs liaison work with other government agencies, community boards and citizen groups.

Writes reports; draws charts and maps.

Assists in implementing housing programs in agency-designated target areas and neighborhoods. Tasks include assisting in: the formulation and analysis of neighborhood improvement strategies; the evaluation of buildings with chronic violations and/or tax arrears; the negotiation of voluntary repair agreements with building owners and the monitoring of such agreements to insure compliance; the counseling of owners as to which housing programs may be utilized to upgrade their property, including assisting in the preparation and submission of loan and other housing program applications and the monitoring of such applications through final disposition; the counseling of tenants on their rights under law and their eligibility for subsidies or exemptions.

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**HOUSING DEVELOPMENT SPECIALIST** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Assists in: financial counseling; property financial analysis; and loan underwriting, coordination and related financial modeling work. Coordinates loan closings and monitors debt service payments. Coordinates implementation of rent increases, rent restructuring, tax abatements, tax exemptions and Section 8 benefits.

Assists in review of eligibility for and monitors the processing of tax abatement and exemption applications.

**Assignment Level II**

Under general supervision, performs coordination or analytical work in the development and/or implementation/administration of housing programs designed to preserve and upgrade neighborhoods, or to redevelop urban renewal areas or preserve and/or create public and private housing; may supervise subordinate staff.

**Examples of Typical Tasks**

In addition to performing tasks described under Assignment Level I, performs the following tasks:

Evaluates housing proposals submitted by private sponsors and developers and recommends approval or modifications.

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Coordinates activities related to various housing programs including alternative management and sales programs. Tasks include: evaluating and recommending approval of applications submitted by tenant groups, community based organizations and/or professional real estate companies for participation in agency programs; monitoring contract compliance and recommending renewal or termination of contracts for alternative management groups, community based organizations and/or professional real estate companies under contract to the Department; recommending buildings for sale to tenant groups or management companies. May direct a unit performing analytical and coordination work related to the sale of such buildings.

Serves as liaison and outreach person to other government agencies and jurisdictions, community boards, developers, tenant and landlord groups and others to assist in resolution of various housing problems; may represent the Department in meetings with representatives of such groups and jurisdictions.

May train and supervise subordinate personnel.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of full-time, satisfactory professional experience in planning, analysis, coordination and/or development of housing projects or programs; or

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**HOUSING DEVELOPMENT SPECIALIST** (continued)

**Qualification Requirements** (continued)

2. Graduate study from an accredited college in the field of urban studies, city planning, real estate development, public administration, public policy, finance, community organization, architecture, or urban design, may be substituted for up to one year of the required experience on the basis of 30 credits for one year. However, all candidates must have at least a baccalaureate degree and one year of the experience described in "1" above.

**Special Note**

Experience as a real estate broker, real estate salesperson, manager of real estate, and experience which is primarily involved in the sale, lease, rental, or management of real estate, or the monitoring of construction, are not acceptable.

**Direct Lines of Promotion**

**From:** Housing Development  
Specialist Trainee (22506)

**To:** Associate Housing  
Development Specialist  
(22508)