

# GENEVA HOUSING AUTHORITY

## POSITION OPENING for

### HOUSING SITE MANAGER

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the Housing Authority and involves responsibility for determining the eligibility of applicants for tenancy in public housing and for recertifying tenants for continued eligibility in housing programs. Recertification determinations are based on information obtained through written applications, face-to-face interviews, and related contracts, and are made in accordance with agency rules and regulations and the established State and Federal eligibility guidelines. The work is performed under the supervision of administrative superiors with latitude allowed for independence of action in carrying out the details of the work. Supervision is exercised over the work of clerical assistants. Does related work as required.

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

Good knowledge of the applicable Federal, State, and Local rules, regulations, and guidelines governing eligibility for public housing & other subsidized/affordable housing programs; good knowledge of the modern methods, practices, and techniques of interviewing and information-gathering; good knowledge of arithmetic, business English, and composition; ability to communicate effectively, both orally and in writing; ability to keep and maintain records; ability to analyze facts and information and apply them against established eligibility criteria; ability to deal effectively with a broad range of people; skill interviewing.

**TARGETED START DATE:** December 1, 2021

**SALARY RANGE:** \$46,069—\$58,324 (w/8 steps)

**SPECIAL NOTE:** This is a provisional appointment pending the results of a NYS Civil Service Examination. Date to be determined.

Applications are available and must be submitted to the Ontario County Dept. of Human Services, 3019 County Complex Drive, Canandaigua, NY 14424.



Please visit: <http://Ontariocountyny.gov/94/Human-Resources>

