

Geneva Housing Authority – Full Time Vacancy
Salary Range: \$51,861-\$65,657/yr

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

HOUSING SITE MANAGER

MNIIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associate's Degree, or higher, in business administration, human services, social science or closely related field AND two (2) years of full-time paid experience, or it's part-time equivalent, working in a public or private human service or community agency in a position that involved interviewing or eligibility determination for an entitlement of benefits or public assistance program; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of experience as described in (1) above.

NOTE: A human services field includes majors in social work, psychology, mental health, early childhood development, gerontology, vocational and/or psychological counseling, occupational therapy, physical therapy, therapeutic recreation, education, and nursing.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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. While supervision is not a major function of this title, oversight and instruction may be provided to clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews leasing and recertification documents for accuracy and timeliness;
Conducts interim adjustments of rent and reviews rent charges including record keeping;
Receives complaints, makes appropriate referrals, or assists in solving them and in adjusting various tenant problems;
Collects rents or supervises rent collection, makes bank deposits and keeps related records;
Conducts the investigation of applicants and participates in more complex applicant investigations to determine program eligibility;
Inspects housing project properties to ensure safe, sanitary, and habitable conditions;

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HOUSING SITE MANAGERTYPICAL WORK ACTIVITIES: (Continued) (Illustrative only)

Accepts, records, codes, reviews, and verifies applications for tenancy under subsidized housing programs sponsored by the Federal and State governments;
Gathers information relating to the application process by interview and/or telephone;
Establishes and maintains files pertaining to tenant selection to programs offered by the Housing Authority;
Provides information regarding program purposes, eligibility criteria, housing availability, and related matters to applicants and participants in public housing programs;
Reviews applications against eligibility criteria for respective housing programs;
Plans, organizes, and supervises housing project operation activities;
Recommends approval or disapproval of applications and/or determines amounts or rent to be paid by eligible applicants;
Keeps track of tenant complaints and assists in resolving them;
Calculates initial rent and makes arrangements for security deposit payment;
Recertifies tenants for continued eligibility for public/subsidized/affordable housing based on income, credit, and related financial criteria on a periodic basis according to State and Federal criteria.

➤ 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 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 operate a personal computer and utilize common office software programs; ability to analyze facts and information and apply them against established eligibility criteria; ability to deal effectively with a broad range of people; skill in interviewing; physical condition commensurate with the demands of the position

APPROVED: JULY 11, 1995

REVISED: SEPTEMBER 8, 2021, DECEMBER 12, 2022

CIVIL SERVICE CERTIFICATION: COMPETITIVE