



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 25-088 **POSTING DATE*: FROM:** 12/11/25 **TO:** 12/31/25

JOB TITLE: Manager of Housing Strategy and Development (Pending) – New position effective 1/1/26

RATE OF PAY: \$102,779/yr

LOCATION: Ontario County Economic Development Department

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree, or higher, in Public Administration, Human Services, Social Services, Communications, Planning, Finance, or closely related field, AND EITHER:
 - a) Three (3) years full-time paid experience, or its part-time equivalent, in the development of housing, applying for and administering grant/applications, or government administration; OR
 - b) Three (3) years full-time paid experience, or its part-time equivalent, in grant management or administration of public housing, rental assistance, other affordable housing program, or equivalent Housing and Urban Development experience;
- OR**
2. Possession of an Associate's Degree in Public Administration, Human Services, Social Services, Communications, Planning, Finance, or closely related field, AND five (5) years full-time paid experience, or its part-time equivalent, as described in (1a & 1b) above.

APPLICATION DEADLINE / LAST FILING DATE*: 12/31/25 or until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

MANAGER OF HOUSING STRATEGY & DEVELOPMENT

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree, or higher, in Public Administration, Human Services, Social Services, Communications, Planning, Finance, or closely related field, AND EITHER:
 - a) Three (3) years full-time paid experience, or its part-time equivalent, in the development of housing, applying for and administering grant/applications, or government administration; OR
 - b) Three (3) years full-time paid experience, or its part-time equivalent, in grant management or administration of public housing, rental assistance, other affordable housing program, or equivalent Housing and Urban Development experience;

OR

2. Possession of an Associate's Degree in Public Administration, Human Services, Social Services, Communications, Planning, Finance, or closely related field, AND five (5) years full-time paid experience, or its part-time equivalent, as described in (1a & 1b) above.

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 professional position is responsible for the grant-writing, grant administration, and promotion of housing development/redevelopment in Ontario County. The incumbent is responsible for a Strategic Plan, which is used to determine distribution of funding for housing development allocations made by Federal and State sources in Ontario County. The incumbent serves as a liaison between the County and other local agencies. Collaborative work is done with various developers, bankers, government agencies, community leaders and businesses to facilitate proper housing development, fairly distribute resources, and implement housing programs. An employee in this position is given wide leeway for the exercise of initiatives and independent judgement with the appropriate and established policies, regulations, and guidelines. Work is performed under the general supervision of the Economic Developer. Supervision may be exercised over other professional, technical, or support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops new housing developments and housing programs within Ontario County under the supervision of the Economic Developer;
 Conducts research for funding opportunities and applies for funding for housing and program development;
 Administers grant funding and tracks required grant program metrics and prepares and submits compliance reports;

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MANAGER OF HOUSING STRATEGY & DEVELOPMENT

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Identifies and analyzes properties to promote new housing construction or redevelopment projects;
Acts as a liaison of Economic Development and provides technical support and assistance to developers;
Evaluates market conditions for purposes of understanding needs of housing developments;
Prepares RFPs, RFQs, and/or other appropriate means of soliciting proposals and assists in analysis and selection processes;
Develops and recommends implementation of policies and procedures for new housing programs;
Collaborates with the local governments in understanding housing needs and identifying and analyzing potential housing development opportunities and methods to increase and preserve the inventory of affordable housing;
Promotes housing development and continued housing growth within the County;
Manages the design of publications, public announcements, and press releases to internal and external clients;
Maintains a positive presence within the community and speaks before community groups and/or elected officials, related to the housing programs and/or upcoming projects;
Stays current with local, state, and federal regulations that may relate to or impact housing;
Gathers, interprets and prepares data and metrics related to housing;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Local, State and Federal legislation pertaining to housing and development;
Good ability to effectively manage programs and people;
Ability to collect, organize, analyze, interpret, and report data and information;
Ability to communicate effectively, in English, both orally and in writing;
Ability to plan and design informational publications, public announcements, and press releases
Ability to prepare and write grant applications and to monitor programs;
Ability to establish and maintain effective working relationships with a wide variety of people;
Ability to operate a personal computer and utilize a variety of software programs including those related to housing programs and Microsoft Office Suite;
Physical condition commensurate with the demands of the position.

APPROVED: NOVEMBER 13, 2025

REVISED: 12/11/25

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: ONTARIO COUNTY

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES