

Andrew M. Cuomo
Governor



RuthAnne Visnauskas
Commissioner

New York State Division of Housing and Community Renewal

Hampton Plaza
38-40 State Street
Albany, NY 12207

NOTICE NO.	<u>39-2017</u>	STARTING DATE	<u>Immediately</u>
POSTING DATE	<u>07/24/2017</u>	REMOVAL DATE	<u>08/08/2017</u>

JOB OPPORTUNITY POSTING NOTICE

TITLE & GRADE: Housing & Community Renewal Specialist Trne 1; 2-Year Traineeship, SG-13/14/18

NUMBER OF VACANCIES TO BE FILLED: 1

NEGOTIATING UNIT: PEF

STATUS: Permanent

DURATION: Full-time

LOCATION & UNIT: Albany / OCR-Access to Home & RESTORE

SUPERVISOR: Crystal Loffler

DUTIES: Under the general direction of the Program Director, Deputy Director, or assigned senior staff member, the Housing & Community Renewal Specialist will be trained in and responsible for the following as they relate to the Access to Home, RESTORE, Neighborhood & Rural Preservation, and Housing Counseling programs; Track and monitor project portfolio through funding, development and compliance phases including on-site monitoring of grantees' programs; Understand and articulate program rules and regulations; Assist in providing and directing technical assistance to eligible Program applicants and grantees to ensure comprehension of program regulations, requirements, and the application and award processes; Assist with review and scoring of all Program-related applications and assist with award notification/declination process, and other Program-related correspondence during grant administration; Assist with review and processing of all Program-related financial disbursement requests and contract related processes; Attend, participate and/or assist with preparation for community development meetings, conferences and workshop; Carry out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry, handling incoming and outgoing e-mail, and mail, and other tasks as needed; Draft memos, correspondence, reports, manuals, presentations or other documents as needed; Maintain and verify contact information and mailing lists; Provide database record keeping and reporting support; Assist with file maintenance and development of electronic filing systems; Assist with and work on Special projects and general Program-related support and assistance, as needed; This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

QUALIFICATIONS: *Must be immediately reachable on the Civil Service list used for the title or must be currently serving in a title eligible for transfer.* A current resume should be submitted along with an Employee Application for Job Opportunity.

HUMAN RESOURCES OFFICE CONTACT: Nancy Farrell

PHONE: (518) 473-6983

EMAIL: Nancy.Farrell@nysdchr.org

FAX: (518) 486-5007

TO BE CONSIDERED, YOU MUST SUBMIT AN "EMPLOYEE APPLICATION FOR JOB OPPORTUNITY" WITHIN TEN (10) BUSINESS DAYS FOLLOWING THE ABOVE POSTING DATE, TO THE INDIVIDUAL LISTED AS THE PERSONNEL OFFICE CONTACT. THIS FORM, (ADM-128) IS AVAILABLE ON THE INTRANET OR FROM THE HUMAN RESOURCES OFFICE. EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER. REASONABLE ACCOMMODATIONS WILL BE PROVIDED TO DISABLED CANDIDATES UPON REQUEST.