

# NOTICE OF VACANCY

**Title:** Housing Specialist

**Salary:** \$45,000 + benefit package including major medical, dental and vision insurance

**Classification:** Non-Competitive- NY HELPS

The City of Kingston Housing Authority is looking for a full-time Housing Specialist at the Kingston Housing Authority located at 132 Rondout Drive in Kingston, NY.

This involves responsibility for processing applicants and recertifying residents for various housing programs. The work is performed under the direct supervision of the Housing Project Manager and or Section 8 Coordinator with latitude to exercise independent judgment in carrying out work assignments. Does related work as required.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Working knowledge of laws, regulations and policies pertaining to housing programs; Working knowledge of economic and social factors related to housing programs; working knowledge of social services, health-related and financial resources available to local residents; working knowledge of the principles of real estate management; working knowledge of the broad problems and objectives of public housing; skilled in conducting interviews and acquiring information; skilled in resolving tenants grievances or disputes; ability to establish and maintain effective working relationships with others; ability to maintain detailed and confidential records and prepare reports; ability to communicate effectively both orally and in writing; willingness to learn to inspect and evaluate condition of housing units; ability to make eligibility determinations by comparing applications to criteria; initiative; resourcefulness; good judgment; physical condition suitable to the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or a High School Equivalency diploma AND

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree; or

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and two (2) years of experience in property management or social services or a similar program operating under established criteria for eligibility or

C. Four (4) years' experience as described above; OR

D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

**SPECIAL REQUIREMENT:**

1. Must obtain a Certified Occupancy Specialist designation, as defined by the national Association of Housing and Redevelopment Officials (NAHRO), or become so certified within one (1) year of appointment;

2. Must obtain a valid New York State Driver's License within ninety (90) days of appointment and maintain a clean record throughout employment.

Applications will be accepted at the Kingston Civil Service Office located at 420 Broadway, Kingston, NY 12401. Applications can be mailed to that address, dropped off in person or emailed to [RKimble@kingston-ny.gov](mailto:RKimble@kingston-ny.gov). Please include the title "Housing Specialist" in the subject line of the email. This posting will remain up until vacancies are filled.

*The City of Kingston Housing Authority is an Equal Opportunity/Affirmative Action Employer*