

**LEASED HOUSING SUPERVISOR**

**Salary \$40,703.68**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving full responsibility to the Community Development Director for the execution of Section 8 Leased Housing Programs, both on a city and county-wide basis, as applicable, and including Section 8 Existing, Moderate Rehabilitation, Substantial Rehabilitation, Rental Rehabilitation and Vouchers. The work also involves responsibility for proper supervision and training of the staff, and also involves interaction with tenants and owners regarding all aspects of the program. The incumbent must keep up with all federal, state and local requirements and advise the Director to insure proper compliance of regulations. General supervision is received from the department head and/or designee. Supervision is exercised over assigned subordinates. The Leased Housing Supervisor performs related work as required.

**TYPICAL WORK ACTIVITIES:**

- Supervises all aspects of program implementation including directions and coordination of staff members;
- Trains assigned staff;
- Designs programs and procedures within federal and state mandates;
- Interprets and applies regulations and policy decisions;
- Develops and revises department forms, procedures and systems to insure orderly, timely and well documented processing of caseload;
- Periodically reviews work of all program staff to insure compliance with H.U.D. and local requirements;
- Responsible for all H.U.D., State or other reports as may be required;
- Develops and maintains contact with H.U.D. and state program staff;
- Develops and maintains contact with other social service agencies or groups;
- Conducts H.U.D. mandated supervisor inspections.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Section 8 of the Federal Housing and Community Development Act; working knowledge of leasing documents and rental market; working knowledge of tenant/landlord rights; ability to communicate both in writing and orally; to work with people who come from disadvantaged situations; to interpret and apply regulations; working knowledge of human service resources; ability to have respect for and to maintain privacy and confidentiality of client interviews, information and files; ability to organize and manage time effectively; ability to market program ideas and concepts; ability to organize, manage and supervise; ability to work independently under the general direction of the Community Development Director; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER:**

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Business Administration, Social Sciences or related field and one (1) year experience in federal rental subsidy programs in a supervisory capacity;

**OR**

- (B) High school graduation and five (5) years progressively responsible experience with federal rental subsidy programs, at least one (1) year of which must be in a supervisory capacity.

**MINIMUM QUALIFICATIONS:** (Continued)

**NOTE:** At least one (1) year of appropriate supervisory experience is required; additional education beyond the Bachelor's Degree cannot be substituted for the required experience. High school graduation is required; additional appropriate education beyond high school graduation may be substituted for experience on a year-for-year basis up to three (3) years only.

**SPECIAL REQUIREMENTS:**

Eligibles must possess a New York State driver's license at time of appointment.

**Resumes/Apps. accepted thru  
July 29th  
City of Niagara Falls  
Human Resource Department  
Room 14 – City Hall  
P.O. Box 69  
Niagara Falls, NY 14302-0069  
FAX 716-286-4352  
[Nancy.Raymond@niagarafallsny.gov](mailto:Nancy.Raymond@niagarafallsny.gov)**

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