

# **NOTICE OF JOB VACANCY**

TITLE: Home Ownership Specialist  
DEPARTMENT: Community Development  
NUMBER OF VACANCIES: One (1) Provisional  
PAY RANGE: Grade 18 \$41,247/yr to \$58,342/yr. (\$22.6637/hr to \$32.0561/hr)  
(With longevity increments when applicable)

**RESIDENCY: MUST BE A RESIDENT OF THE CITY OF NIAGARA FALLS WITHIN 6 MONTHS OF APPOINTMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving the City of Niagara Falls Community Development Department's United States Department of Housing and Urban Development Community Development Block Grant, HOME, and Leased Housing Programs. The department may also administer additional local, state and federal programs and initiatives. The Home Ownership Specialist under supervision of the Community Development Director or a designee, will assist in the implementation of the department's home ownership, home renovation and property disposition programs and incentives.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the local real estate market; through knowledge of federally funded programs including leased housing and HUD renovation programs; an understanding of housing quality standards; willingness to work in a deadline-driven environment; experience with real estate transactions, especially closings; familiarity with the housing inspection process; ability to work in a team-oriented work place, including group projects, ability to use Microsoft Word, Excel and Powerpoint programs efficiently; willingness to be trained on new programs and applicable compliance requirements as new funding opportunities present themselves; physical conditions commensurate with the demands of the position.

### **Promotional Qualifications:**

Grade 15 or higher plus minimum qualifications.

### **Minimum Qualifications:**

- A) Graduation from a regionally accredited or New York registered four year college and (2) years full time paid experience in real estate or housing inspections

OR

- B) Graduation from high school or possession of a high school equivalency diploma and six (6) years full time paid experience working in a federally funded housing/housing renovation program.

This position will be posted for 10 working days from August 19, 2022-September 2, 2022