

10-3-84

## **REHABILITATION COORDINATOR**

### **GENERAL STATEMENT OF DUTIES :**

The Rehabilitation Coordinator implements the housing rehabilitation program of the City of Ogdensburg under the direction of the Director of Planning and Development. The position requires working with clients and contractors in the rehabilitation of substandard housing and the construction of new housing.

Duties include ensuring that housing units meet required standards, that the program is adequately publicized, and that there is compliance with all applicable federal, state and local requirements. The Coordinator has considerable latitude for the exercise of independent judgment in planning and carrying out assigned duties. Supervision may be exercised over a small clerical and technical staff.

### **TYPICAL WORK ACTIVITIES :**

Interviews applicants for housing assistance and explains general policies of the program;

Obtains verification of applicant's income, assets and other factors affecting eligibility;

Determines eligibility for assistance and subsidies in accordance with established rules and guidelines;

Notifies ineligible applicants of disapproval and maintains records which may be needed for future use;

Administers contracts and takes appropriate action in case of non-compliance or default;

Maintains records and prepares periodic reports regarding applications, certificates, contracts and housing units;

Inspects and monitors project sites, prepares job specifications, and coordinates contractual agreements between program clients and building contractors;

Reviews and processes requests for payment.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES :**

Good knowledge of principles, practices and techniques of residential building construction; familiarity with the laws, rules, regulations, requirements and availability of federal and state housing rehabilitation programs; ability to inspect a project site and delineate the necessary project specifications; ability to communicate clearly in both spoken and written form with clients and contractors.

QUALIFYING TRAINING AND EXPERIENCE:

Graduation from high school or possession of a high school equivalency diploma and three years of experience in either general building construction, housing rehabilitation, or inspection work which shall have involved interviewing clients. An associate's degree in Construction Technology or related field may be substituted for two years of the required experience.