

# Job Opportunity: SENIOR HOUSING SPECIALIST

ERIE COUNTY ENVIRONMENT AND PLANNING

**\*\*PROVISIONAL APPOINTMENT – AWAITING EXAM\*\***

**TITLE OF POSITION: SENIOR HOUSING SPECIALIST**

LOCATION: 95 Franklin Street, Buffalo, NY

SALARY: \$41,870 – \$54,945

Typical work activities:

Supervises and assists with the preparation of the Housing Assistance Plan and Tables of the County's Housing and Community Development Application; Develops proposal and guidelines for housing programs which are necessary to carry out the purposes of the Housing & Community Development Program; Supervises the administration of the Community Development Program's housing rehabilitation programs; Renders technical assistance to municipalities upon request regarding such issues as rehabilitation, housing codes, code enforcement procedures and federally-assisted housing. Provides assistance through seminars, written materials and on an individual municipal basis; Performs and supervises research on topics related to housing, including statistical analysis; Attends meeting, especially those conducted by or intended for municipalities, to make presentations and recommendations regarding housing programs incurred in the Housing and Community Development Program and regarding such housing related for which municipalities may request County technical assistance; Assists senior staff members in the development of an information data system. Supervises and assists with the collection, analysis, and distribution of housing related information; Carries out or supervises such field work as may be necessary to gather primary data (i.e., surveys, windshield surveys, etc.) and to provide technical counsel; Maintains working liaison with housing and housing related agencies; Assists the Program Director and the Deputy Commissioner for Planning, as required.

MINIMUM QUALIFICATIONS:

Candidates must have graduated from a recognized college or university with a bachelor's degree in Urban Studies, Political Science, Sociology, Public Administration, Economics, Geography, Landscape Architecture, or Environmental Design, and in addition, EITHER,

(a). Completion of one (1) year of graduate work in Urban Studies, Planning, Geography, Sociology, Environmental Design, Architecture, or a closely related field, supplemented by three (3) years of satisfactory experience in a public or semi-public agency or consulting firm relating specifically to housing; or

(b). Four (4) years of satisfactory experience as indicated in (a),

This notice will be posted for the period **August 25, 2015** through and including **September 19, 2015**.

If interested and meet the above qualifications, please forward resume to;  
Thomas Dearing, Commissioner of Environment Planning  
95 Franklin Street, Room 1062, Buffalo New York 14202