

**ASSOCIATE HOUSING DEVELOPMENT SPECIALIST**

**Duties and Responsibilities**

Under direction, performs very complex and responsible analytical or coordination work related to the development, and/or implementation of housing programs designed to preserve and upgrade neighborhoods, or to improve urban renewal areas or public and private housing; may supervise subordinate staff; performs related work.

**Examples of Typical Tasks**

Coordinates and/or supervises activities related to the management, financing and/or disposition of City-owned land or buildings for a geographic area, or unusually sensitive land use issues. Tasks include: reviewing the reports and recommendations of staff and making recommendations to initiate projects, and to approve or modify proposed contracts to implement projects. May supervise the preparation and monitoring of such contracts and loan agreements, including assisting in contract negotiation.

Reviews loan packages; analyzes feasibility of rehabilitation, terms and conditions of the loan, and all other factors, and makes recommendations for approval or disapproval. Performs more difficult and complex analyses and loan coordination work. Analyzes and recommends solutions to construction and debt service problems to facilitate completion of work and repayment of loan.

Develops and/or administers housing programs requiring the formulation and implementation of new procedures and guidelines; ensures that affected parties are in compliance with agency rules, regulations and guidelines.

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Examples of Typical Tasks (continued)

Participates directly in complex negotiations with owners and/or their representatives, representatives of other government agencies, sponsors, developers, lessees, lending institutions, community groups, elected officials and other affected parties related to the implementation of housing programs; acts as the Department's liaison in these meetings and negotiations.

Serves as a technical resource person providing guidance to other staff in specialized housing areas; resolves complex and/or unusual problems in these areas.

May supervise a unit engaged in activities such as developing, implementing and administering housing programs; trains staff; reviews and evaluates activities of staff.

May serve as deputy to the director of a Borough Planning Office, or deputy to the director of a major alternative management program or another program of similar scope and responsibility; may serve as a deputy to a director of a large Neighborhood Preservation Program office which is responsible for projects of unusual complexity and/or broad scope; may serve as a deputy to a director of operations.

May perform the duties of subordinate personnel.

May perform the duties of the supervisor in his/her absence.

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**Qualification Requirements**

1. A baccalaureate degree from an accredited college and three years of full-time satisfactory professional experience in the development, appraisal, financing, negotiation, or disposition of real estate, or in real estate law, or in urban planning or analytical or coordination work related to housing programs; or
2. A four year high school diploma or its educational equivalent and seven years of full-time satisfactory experience as described in "1" above; or
3. Education and/or experience which is equivalent to "1" or "2" above. Graduate study in the field of urban studies, city planning, business or public administration, finance, architecture, engineering or other related fields may be substituted for up to one year of the required experience on the basis of 30 credits equaling one year of experience. Graduation from an accredited law school may be substituted for one year of the required experience. However, all candidates must have at least two years of experience as described above.

**Special Note**

Experience as a real estate broker, real estate salesperson, manager of real estate, or similar experience which is primarily involved with the sale, lease, rental, or managing of real estate, or experience which is primarily involved with the monitoring of construction is not acceptable.

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Direct Lines of Promotion

From: Housing Development  
Specialist (22507)

To: Administrative Housing  
Development Specialist (83006)