

HOUSING DEVELOPMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of the position is responsible for the development and management of housing and housing programs to benefit the people of Genesee County, to include research into funding opportunities, land acquisition/zoning/planning, preparation of funding applications, project planning and management, acquiring and maintaining knowledge of complex government programs, and how to develop new housing options and maintain them in compliance long-term. Duties are performed under the direct supervision of the County Manager or their designee with latitude permitted for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Developing new housing and housing programs, along with improving the current/existing housing stock within the County under the supervision of the County Manager;

Conducting research into funding opportunities and applying for funding for housing and program development;

Tracking required grant program metrics and preparing and submitting compliance reports;

Identifying and analyzing properties for new construction or redevelopment projects;

Providing technical support and assistance to developers;

Evaluating market conditions;

Preparing RFPs and RFQs or other appropriate means of soliciting and supporting selection processes;

Assisting in the analysis, development and implementation of policies and procedures for new programs;

Collaborating with the County's local governments in identifying and analyzing potential housing development opportunities and methods to increase and preserve the inventory of housing;

Work with communities within the County to understand their housing needs and concerns;

Working with community leaders to promote housing development and continued housing growth within the County;

Managing the design of publications, public announcements, and press releases to internal and external clients;

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Maintaining a positive presence within the community and speaking before community groups or elected officials, related to the housing programs and/or upcoming projects;
Staying current with local, state, and federal regulations that may relate to or impact housing;
Gathering, interpret and prepare data and metrics related to housing;
Other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

This position requires excellent organizational and communication skills, and an ability to work positively and cooperatively with internal and external individuals and/or groups, clients, funders, government officials, developers landlords, community partners, and the public; considerable knowledge of housing supply, housing finance and housing construction problems, ability to establish and maintain effective working relationships with governmental agencies, private organizations and the general public; ability to analyze complex housing proposals in regard to their economic, social, environmental and community feasibility and impact; track record of high level of responsibility with grant applications, strategies, administration and management; and requires the exercise of independent judgment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk, or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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MINIMUM QUALIFICATIONS:

- A.** Possession of a Bachelors' Degree or higher in Public/Business Administration, Human and/or Social Services, Communications, Planning, Finance, Accounting, or related field, **AND**
Minimum of three (3) years' experience in development of housing from land acquisition to operations, including pre-development, grant/funding applications, pro-forma development, construction oversight, lease-up, and close-out; **OR**
Minimum of three (3) years' experience in grant management or administration of public housing, rental assistance, other affordable housing program, or equivalent HUD experience; **OR**
Significant experience in project management, public relations, technical assistance, and/or consulting in the areas of affordable housing or related public programs **OR**
Significant experience in the management of housing development, including leading projects at various stages in the development process (e.g. reviewing and approving capital proposals, architectural drawings, expediting approvals, monitoring construction, approving progress draws, ensuring timely completion of projects on a budget, etc.)
- B.** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND** minimum of ten (10) years' experience as described in "A" above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted: 11/24/25