



**840 Main Street  
Peekskill, New York 10566**

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**VACANCY FOR DIRECTOR-SECTION 8 RENTAL ASSISTANCE PROGRAM**

**Posting Date: SEPTEMBER 5, 2018**

**Salary: \$75,690 - \$94,613**

The City of Peekskill, located in Westchester County, is seeking a full-time Director for the Section 8 Rental Assistance Program. This position is responsible for the overall direction and management of the Section 8 Rental Assistance Program. Please see the attached job description for a complete list of duties and responsibilities. If you previously applied for this position, your application will be re-considered so there is no reason to re-apply.

Applicants must meet the Westchester County Civil Service requirements to be appointed or to transfer to this position. To be considered, please submit a Letter of Interest, City of Peekskill Application and Résumé to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail ([jduncan@cityofpeekskill.com](mailto:jduncan@cityofpeekskill.com)).

Employment Applications can be obtained from the Human Resources Office or the City's website [www.cityofpeekskill.com](http://www.cityofpeekskill.com) (Human Resources Department). There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

**Application Deadline: SEPTEMBER 14, 2018**



<b>CITY OF PEEKSKILL JOB DESCRIPTION</b>
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<i>Job Title:</i> <i>Civil Service</i> <i>Job Class Code:</i>	<b>Director – Section 8 Rental Assistance Program</b>	<i>Department:</i> <i>Department Number:</i>	<b>Section 8</b>
<i>Reports to:</i>	<b>City Manager</b>	<i>Civil Service Classification:</i>	<b>Competitive</b>
<i>Prepared by:</i>	<b>City of Peekskill Department of Human Resources</b>	<i>Employment Status:</i>	<b>Full-Time</b>
		<i>FLSA Status:</i>	<b>Non-Exempt</b>

**JOB SUMMARY**

Administers Section 8 Rental Assistance Program for the City of Peekskill; does related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develops, implements and coordinates the administration of Section 8 Rental Assistance Program;
- Oversees the operation of municipal Section 8 Office involved with applicant processing, participant contract maintenance, inspections and supportive services across a variety of Section 8 Housing Choice Voucher and Special Programs.
- Plans, organizes, assigns and supervises the work of the department including setting work priorities and goals, ensuring achievement of goals, determining procedures to be used, and resolving problems;
- Hires, develops, trains, supervises, evaluates and executes correction action for staff of clerical, paraprofessional and professional personnel.
- Interprets and explains Section 8 policies and procedures to clients, elected officials, HUD, program partners, employees, employee organizations and the public.
- Monitors and analyzes local, State, Federal and other regulatory agency laws, rules, regulations and policies applicable to Section 8 programs to ensure compliance and identify/address issues that would impact the department.
- Evaluates and makes recommendations regarding department operations, including policies, procedures and organizational structure, and implements the new processes.
- Prepares, monitors and analyzes a variety of statistical, financial, budget and narrative reports and records.
- Assists with preparation of the Section 8 Department’s budget.
- Responds to and resolves difficult and sensitive client inquiries and complaints
- Enforcing administration plan and HUD policies pertaining to Housing Choice Voucher Program
- Responsible for Section Eight Management Assessment Program (SEMAP) and Voucher Management Systems Reports.
- Maintains current training through HUD.

**MANAGEMENT/SUPERVISORY JOB DUTIES** include, but are not limited to, the following.

- Develop, implement and administer the City’s (Department’s) short term and long term plans and goals. These short/long term goals are operationalized into monthly and annual work plans.
- Oversee and manage the Department operations, including various divisions/sectors assigned to the Department.
- Oversee the management and supervision of all employees assigned to the Department, including administering the City and Department rules, policies and procedures.
- Oversee the Human Resource (personnel) function at the department level. Ensure that assigned employees are properly orientated and trained thereby ensuring that the City’s organizational philosophy is understood and properly carried out within the Department.
- Ensure that the performance of assigned employees is monitored through written evaluations.
- Ensure that assigned employees have acceptable attendance records and that such attendance is monitored on a monthly basis.
- Oversee the preparation of the Department’s annual budget and properly administer and carry out the approved Department budget.

- Serve as an advisor to the City Manager and senior staff on matters related to Departmental operation. Coordinate with the City Manager on all policy issues related to the Department. Prepare memorandums, resolutions and related items for review by the City Manager.
- Ensure that the goals and objectives established annually by the City Manager are accomplished in a timely and professional manner. This shall include the actual performance of selected goals, while assessing and monitoring the performance of other assigned goals.
- Ensure that there exists an on-going communication with the City Manager and within the City organization. This includes creating a flow of information within the Department as well as within all City Departments. In addition, information must flow from the Department to various external entities. Ensure that the City's communication policy is carried out internally and externally.

**MINIMUM QUALIFICATIONS** *(As adopted by the Westchester County Human Resources Department)*

Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Bachelor's Degree and two (2) years of work experience where the primary responsibility involved assisting and/or participating in the administration of governmental housing programs; or (b) an Associate's Degree from a recognized college or university with four (4) years of work experience including two (2) years where the primary responsibility involved assisting and/or participating in the administration of governmental housing programs; or (c) six (6) years of work experience including two (2) years where the primary responsibility involved assisting and/or participating in the administration of governmental housing programs; or (d) a satisfactory equivalent combination of the foregoing training and experience.

**NOTE:** Only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

**PHYSICAL REQUIREMENTS**

*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 regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

**ENVIRONMENTAL CONDITIONS**

*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.*

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

**EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.