

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Watertown Housing Authority

POSITION TITLE: Public Housing Specialist

SALARY RANGE: \$36,189 - \$46,042

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this entry-level professional title perform a variety of specialized technical and clerical work related to subsidized public housing. Employees may perform field work such as inspecting Housing Authority property and meeting with various community and human service organizations. Housing Specialists may be expected to assist with social and community events for tenants and recommend human services assistance and intervention for tenants. Employees work independently, with general supervision of the Occupancy Supervisor. Related work is performed as required.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree in business administration or human services or resources and two (2) years of work experience involving explaining complex information and making determinations based on complex rules, guidelines or procedures, in fields such as, but not limited to, social services, financial aid, insurance claim investigation, employment and training intake, housing eligibility intake.
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience, or its part-time equivalent, in social services, property management, program eligibility determination, public contact or a closely related field; or,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Licensing requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

- Completion of Public Housing Specialist training including examination within one year of appointment. Nan-McKay, NAHRO (National Association for Housing and Redevelopment Officials) advocacy groups.
- Must complete continuing education training specific to the Public Housing programs under the Department of Housing and Urban Development (HUD) as necessary within one year of appointment.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 05/31/2025

Email civilservice@watertown-ny.gov for a complete job description.