

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

LOCAL HOUSING ADVISOR I

POSITION CODE: 24031

Effective: 10-1-73

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs developmental duties in providing technical advice and assistance to local housing authorities relative to federal and state housing programs, laws and standards; assists in maintaining liaison between local housing authorities and federal agencies; assists in making feasibility assessments of housing projects and proposals and in determining compliance with federal and state standards and regulations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs developmental duties in professional techniques and methods utilized in conducting studies of the feasibility and need for housing projects and in providing advice and assistance to local housing authorities; receives initial orientation regarding agency operations, goals and programs.
2. Assists in making initial assessments of programs and projects requiring utilization of monies appropriated by the State of Illinois and evaluating feasibility and needs of proposed activity.
3. Assists in maintaining liaison between local housing authorities and federal agencies to expedite the development of federally assisted projects.
4. Attends meetings of local housing authorities; determines that the affairs of the local unit are conducted in accordance with pertinent statutes, rules and regulations.
6. Assists in reviewing and reviews housing project costs and plans; assists in determining if proposed housing plans and budget proposals are in compliance with procedural requirements; writes routine reports summarizing findings.
7. Assists in investigating complaints by citizens and tenants regarding the activities of local housing authorities.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

LOCAL HOUSING ADVISOR I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in political science, business administration, or a field closely related to public housing.

Requires completion of an approved training program or one year professional experience in real estate, public or business administration or other field related to public housing.

Knowledges, Skills and Abilities

Requires working knowledge of state and federal housing laws and rules.

Requires working knowledge of urban development principles and practices.

Requires working knowledge of local building codes and zoning ordinances.

Requires elementary knowledge of interrelationships between local, state and federal agencies.

Requires ability to maintain harmonious working relationships with the public and local officials.

Requires ability to analyze and evaluate housing projects and proposals.

Requires ability to summarize study findings and write effectively.