

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LOCAL HOUSING ADVISOR II

POSITION CODE: 24032

Effective: 10-1-73

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs journeyman level professional duties in providing technical advice and assistance to local housing authorities relative to federal and state housing programs, laws and standards; maintains liaison between local housing authorities and federal agencies; conducts routine studies to determine feasibility of housing projects and proposals and to determine if projects comply with federal and state standards and regulations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts journeyman studies to determine feasibility of housing projects and proposals, and to determine if projects comply with federal and state standards and regulations; writes routine reports regarding study findings.
2. Maintains liaison between local housing authorities and federal agencies to expedite the development of federally assisted projects; provides technical assistance to housing authorities in all phases of the low income public housing program which includes application, development and management.
3. Attends meetings of local housing authorities; determines that the affairs of the local unit are conducted in accordance with pertinent statutes, rules and regulations of the State.
4. Provides guidance and assistance to local housing authorities in connection with meeting procedural requirements of the State.
5. Investigates routine complaints by citizens and tenants regarding the activities of local housing authorities.
6. Reviews housing project costs and plans; determines if housing plans and budget proposals are in compliance with procedural requirements; writes routine reports summarizing findings.
7. Participates in training local housing authority officials in practices and procedures related to federal and state housing activities.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

LOCAL HOUSING ADVISOR II (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 two years 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.