

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LOCAL HOUSING ADVISOR III

POSITION CODE: 24033

Effective: 10-1-73

DISTINGUISHING FEATURES OF WORK:

Under direction, independently performs the more difficult and complex professional duties in providing technical advice and assistance to local housing authorities relative to federal and state housing programs and laws; conducts or participates in training sessions designed to familiarize local housing authority officials with housing project methods and practices; conducts difficult studies to determine feasibility of housing projects and proposals; review more difficult applications and related documents and conducts investigations of possible violations of state housing laws.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts more difficult and complex studies to determine feasibility of housing projects and proposals; assists lower level housing advisors in conducting studies; writes difficult reports summarizing study findings.
2. Establishes and maintains liaison between local housing authorities and units of the federal government relative to the development of federally assisted housing program; provides technical assistance to housing authorities in all phases of the low income housing program which includes application, development, and management.
3. Conducts or participates in conducting training sessions for local housing authority officials or for lower level housing advisors.
4. Investigates complaints by citizens regarding the activities of local housing authorities; inspects rental properties to assure adequate maintenance.
5. Reviews applications and related documents for adequacy and correctness prior to approval; makes recommendations regarding the necessity and feasibility of proposed projects; handles the more complex assignments relating to inspection and investigation of possible violations of Illinois Housing laws.
6. Makes recommendations regarding procedural and program changes relative to the housing program.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

LOCAL HOUSING ADVISOR III (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 three years professional experience in real estate, public or business administration or other field related to public housing.

Knowledges, Skills and Abilities

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

Requires extensive knowledge of urban development principles and practices.

Requires working knowledge of local building codes and zoning ordinances.

Requires working 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.