

Personnel and Civil Service

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NOTICE OF VACANCY

Housing Development Specialist

Date of Issue 06/13/2025: This work involves responsibility for leading the implementation of the Tioga County Housing Strategy and related policies and procedures while tracking progress towards addressing housing challenges within Tioga County. The incumbent prepares complex detailed planning reports, conducts planning studies, proposes policies, plans, and projects, and identifies the probable impacts to the development of the county that will result from proposals. This position will administer County grant-funding, grant-making, and grant-seeking activities related to housing and community development. The incumbent is responsible for providing professional assistance to advisory boards and committees. Work is performed under the general supervision of the Director of Economic Development and Planning with leeway allowed for exercise of independent judgement in carrying out details of the work. Does related duties as required.

The title of Housing Development Specialist is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A date for this examination has not been scheduled.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, 35 hours/week
Salary: \$56,640 - \$66,640 (MC) benefit package available including: health insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Economic Development & Planning

Minimum qualifications:

- a. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, public administration, public policy, community development, real estate, economics, business, or a related field of study; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, public administration, public policy, community development, real estate, economics, business, or a related field of study; **AND** one (1) year of full-time experience (or its part-time equivalent) in municipal, community or regional planning; **OR**
- c. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** five (5) years of full-time experience (or its part-time equivalent) experience in municipal, community or regional planning; **OR**
- d. Any equivalent combination of education and experience equal to or greater than that defined in (a), (b), or (C).

APPLY ONLINE: <https://tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until the position has been filled.

*Tioga County applications are available on our website. Resumes may be submitted but **MUST** accompany an application. Applicants **MUST** clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

**Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.*