

Jason West

495 Delaware Avenue, Apt. 1 | Albany, New York 12209 | 845-532-7584 | jasonwest.mail@gmail.com

Education

M.S. in Climate Science and Policy , Bard College Center for Environmental Policy	2019
B.A. in History , State University of New York at New Paltz.	2000
B.S. in Visual Art , State University of New York at New Paltz.	2000

Experience

Director of Sustainability

City of Albany, Albany, New York

2022-present

- Oversaw the city's newly acquired streetlight system, including managing a \$30m LED conversion project.
- Undertook various projects focusing on the areas of clean energy, climate change, and outreach.
- Secured over \$1.25 million in revenue over four years.
- Built a new sustainability team and supervised a staff of 2-6 employees, fellows and/or interns.

Energy Manager

City of Albany, Albany, New York

2020-2021

- Re-started the city's Office of Sustainability after a hiatus of several years.
- Oversaw the city's newly acquired streetlight system, including managing a \$30m LED conversion project.
- Began installation of public electric vehicle charging infrastructure system.
- Compiled greenhouse gas emissions inventories for both city operations and the broader community.
- Engaged in outreach and community engagement on climate and energy issues.

President and Co-founder

Wallkill River Watershed Alliance, New Paltz, New York

2015-2020

- Initiated the creation of a community organization dedicated to restoring the 90-mile Wallkill River. Currently in the process of incorporating as a 501c3 nonprofit.
- Effectively assembled a team to apply lobbying, public advocacy, citizen science, outreach, and coalition-building to improve water quality, increase public engagement with the river, and build the capacity of the Alliance and our allies.
- Leveraged increased resources from the NYS Department of Environmental Conservation for water quality sampling.
- Increased the recreational potential of the river through regular Boat Brigades and development of a formal water trail.

Mayor

Village of New Paltz, New Paltz, New York

2003-2007, 2011-2015

- Served as CEO of a municipal corporation with a seven-million-dollar budget, five departments, and 70 full-time, part-time, and volunteer staff.
- Managed day-to-day operations, researched policy, wrote legislation, managed public relations, led long-range planning efforts, and addressed constituent concerns for a community of 7,000+ people.
- Select accomplishments include installation of a 15kW solar array, a pilot reed bed system for wastewater treatment, creation of half a dozen commissions, multiple environmental planning efforts (including areas such as wetlands, transportation, open space, municipal solid waste, and biofuels), daylighting of an underground stream, and civil disobedience to advance marriage equality.

Performer

Arm-of-the-Sea Theater, Saugerties, New York (part time)

2000-2005

- Core performer in a large-scale mask-and-puppet theater company focused on the history and ecology of the Hudson River estuary.
- Performed hundreds of shows across the Northeast for schools, colleges, and local events.
- Performances of note include appearances at the Lincoln Center Out-of-Doors Festival, and Motown Record's 50th Anniversary celebration.

Housepainter

Self Employed, New Paltz, New York

various years

- Founded a small renovation company specializing in interior/exterior painting and associated trades such as drywall, light masonry, wallpaper hanging/removal, and minor carpentry.

Emma Morse

emorse@albanyny.gov (518) 932-6270

Education

Master's in Biodiversity, Conservation, and Policy University at Albany GPA: 4.0

Curriculum and Competency Exam Complete, Thesis dissertation Summer 2024

Biology BS, Sustainability Minor Stony Brook University GPA: 3.6

Member of the Women in Science in Engineering (WISE) Honors Program of Stony Brook University

Served as President, Vice President, and Head of Communications

Awards

Stony Brook Undergraduate Employee of the Year (2020)

Women in Science and Engineering (WISE)- Student Leader of the Year (2018)

Stony Brook Dean's List all semesters

New York State STEM Scholarship Recipient

Leadership:

Chair of Urban Sustainability Directors Network Electric Mobility Group

Professional Experience:

Energy Manager at City of Albany, NY

August 2022- Present

- Drive the strategic planning, implementation, and evaluation of citywide sustainability programs and initiatives, ensuring alignment with organizational goals and priorities.
- Lead cross-functional teams to identify opportunities for energy efficiency, emission reductions, and conservation efforts, resulting in significant cost savings and reduced environmental impact.
- Engages with stakeholders to raise awareness and promote participation in sustainability programs, workshops, and events.
- Lead a dynamic team of rotating interns and fellows, providing mentorship, guidance, and professional development opportunities to cultivate future leaders in sustainability.
- Lead efforts to secure grant funding and other sources of financing to support sustainability initiatives, leveraging partnerships and demonstrating fiscal responsibility.
- Develop and monitor program budgets, allocating resources effectively and maximizing return on investment for taxpayer dollars.
- Stay up-to-date of emerging trends, best practices, and regulatory requirements in sustainability and environmental management, integrating new knowledge and innovations into program design and implementation.

Education Program Coordinator at Indian Ladder Farms

January 2021- August 2022

- Developed and coordinated ten engaging agricultural education programs for children aged 5-12, ensuring alignment with national science standards and adherence to all safety regulations.
- Collaborated with educators, farmers, and other stakeholders to develop curriculum and learning experiences.
- Organized and executed special farm events and tours for over 2,000 visitors annually
- Managed a team of 12 tour guides and instructors, providing training on farm safety protocols and effective educational delivery methods.

Environmental Biology Intern at Prince William Forest National Park

Summer 2019

- Led team of Interns in park natural resource management
- Tested E. Coli samples from central recreational lakes and streams
- Collected specimens and data from streams and rated the overall health by using the Save Our Stream Protocol (SOS) developed by the Izaak Walton League of America

- Updated and standardized GIS mapping of park borders and orienteering course
-

Skills

- | | | |
|--|---|---|
| ● EPA's Portfolio Manager:
Data Analysis & Reporting | ● Strategic Initiative
Development &
Implementation | ● Written and Verbal
Communication |
| ● Microsoft Office Suite: Excel
(Advanced), Word,
PowerPoint | ● Project Management | ● Public Speaking &
Presentations |
| ● Google Suite | ● Client & Stakeholder
Engagement | ● Teamwork and collaboration |
| ● Utility Bill Management &
Cost Reduction | ● Policy Development and
Advocacy | ● Project Leadership & Team
Management |

CHERANNE PARSON
Albany NY
(518) 888-1282
cheranne.m.parson@gmail.com

Objective: To assist community members with gaining access to available resources to increase their quality of life.

CAREER PROFILE

CITY OF ALBANY

DEPARTMENT OF YOUTH AND WORKFORCE SERVICES

Senior Employment and Training Specialist

Albany NY

04/2023 – present

- Reviewed Individual Training Accounts (ITAs) to determine eligibility for federally funded tuition assistance under the Workforce Innovation Opportunity Act (WIOA)
- Assisted customers with becoming more marketable in the Capital Region workforce by providing WIOA funding for training
- Provided job coaching and employment search assistance for individuals seeking employment in the job market

ALBANY COUNTY PROBATION DEPARTMENT

Probation Officer

Albany NY

09/2008 – 04/2023

- Navigated interviews, prepared various written reports, maintained accurate case records using an electronic records management system by entering case notes in a timely manner, completed periodic case-specific objectives related to probation supervision
- Conducted investigations, gathered information from various sources to develop comprehensive reports based on the evidence obtained
- Completed a minimum of 21 hours of training annually as it related to the field of criminal justice
- Adapted to supervising and managing a variety of caseloads including work with juveniles 12 – 16 years old and adults sentenced to a term of probation
- Ability to problem solve life challenges for individuals by providing appropriate referrals to community resources and making appropriate recommendations as they relate to information gathered from various sources
- Maintained productive professional relationships and collaborated with community agencies throughout Albany County, conferenced with judges, law guardians, county attorneys, assistant district attorneys, and defense attorneys regarding probationers' compliance with Conditions of Probation
- Addressed the various needs of the courts, community and probationer by conducting investigations, preparing written reports, enforcing orders and conditions imposed by the courts in Albany County and making appropriate community resource referrals
- Supervised and maintained appropriate contact with respective Courts in Albany County as needed
- Conducted Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) and Youth Assessment Screening Instrument (YASI) assessments

- Conducted home visits with probation staff and other law enforcement officials to ensure compliance with Order and Conditions of Probation and to verify offenders' addresses
- Referred probationers to community resources that address specific criminogenic needs, collaborated with service providers to ensure treatment needs were met
- Prepared violations of probation based on knowledge supported by documented evidence, assisted with arrests, collected DNA and administered urine drug screens
- Partnered with the Albany County Department of Mental Health to provide peer support group-based services to individuals on probation who were diagnosed with a severe mental illness
- Received over 40 hours of Motivational Interviewing then facilitated interview modules while presenting as a trainer for the Juvenile Community Accountability Board
- Participated in the Juvenile Justice Mobile Response Team an on-call collaboration with the Albany Police Department and community agencies to make a decision to arrest a juvenile or coordinate services
- Obtained more than 24 hours of training on Implicit Bias to present awareness skills to staff at the probation department

TRINITY ALLIANCE

Family Support Worker – Prevention Services

Albany NY

6/2003 – 9/2008

- Managed a caseload of at risk of family court involvement youth and their families
- Developed case plans and maintained accurate written records
- Coordinated various appointments for the youth and their family and made referrals to community resources based on familial need

EDUCATION

The College of Saint Rose

Bachelor of Science in Criminal Justice

Albany NY

12/2003

M. Elizabeth Harris
(518) 229-4095
Elizabethharris109@gmail.com

Summary of Qualifications

- Excellent interpersonal and organizational skills
- Ability to manage multiple priorities, experience supervising staff
- Skilled at cultivating positive relationships with clients and colleagues
- Strong written and oral communication skills for both professional and public audiences
- Proficient in Microsoft Word, Excel, Publisher and PowerPoint

Professional Work Experience

Director of Enrollee Services

July 2017- Present

City of Albany

Department of Youth & Workforce Services

Albany, New York

- Primary responsible for development and implementation of program activities for out of school youth/ young adult career readiness and training programming aimed at preparing members of priority population to achieve both academic and career pathway training.
- Supervisory duties include overseeing members of the Employment & Training Team; oversight of contractual agreements to ensure WIOA Compliance.
- Oversight and review of the Workforce Innovation Opportunity Act (WIOA) Tuition Assistance for Adults and Dislocated workers program. Resulted in 60 % increase of volume of applications approved for training and completion rates.
- Research and identify potential grant opportunities and work with teams to implement systems that will allow for data-driven decision managing that resulted in a 40% increase in grant awards and increased compliance rates.
- Additional duties included but not limited to working with collaborative partners and businesses to create pathways to employment in demand clusters unique to the Capital Region.

Public Health Representative IV

October 2014-May 2017

Health Research Inc.

Bureau of Women, Infant, and Adolescent Health

Albany, New York

- Primarily responsible for overall management, coordination, and implementation of program activities for the Pathways to Success initiative in three NYS Counties, Buffalo, Bronx and in Monroe. Grant administrative duties including monitoring daily activities, ensuring grantees are meeting the goals and objectives set forth in the workplan of the approved grant

- Responsibilities and activities include: completing all grant related duties, including annual budgets and written reports; supervision of 1 staff member; oversee and manage 7 HRI subcontracts that included training and program development
- Oversight and review of all vouchering expenses, budget modifications, and reports are required by federal funding agency, collaborated with other agency staff to design health campaigns to create awareness of services for expectant and parenting teens and young adults in NYS
- Media Awareness and collaboration with text4baby – national mobile text messaging service to promote healthy behaviors for expectant and post-partum mothers and their families until the child reaches one years of age
- Additional duties include working with the Center of Excellence to provide technical assistance in the areas of sustainability, collaboration and systems building to improve the community capacity to provide services and resources to expectant and parenting teens, young adults, their children and families

Center Manager

September 2010-October 2014

Head Start, Commission of Economic Opportunity

Troy, New York

- Primarily responsible for implementing the Head Start Child Outcome Framework, Head Start Performance Standards, Head Start Procedures, Child and Adult Day Care (CACFP) Licensing Requirements and CEO'S Personnel Policies. Actively participate in the National Association for the Education of Young Children (NAEYC) and NYS Office Children and Family Service Day Care Licensing Renewal Process Supervised all staff assigned to the center including teachers, nursing and facility staff members (50 professionals and para professionals). Implemented programming as determined by Content Area Managers and Division Director. Develop and maintained a center operations manual and licensing binder
- Built positive working relationship with collaborating agencies, coordinate Senior Aides, Foster Grandparents, student teachers, interns, service providers in classrooms
- Implemented a positive, child -centered, developmentally appropriate program in accordance to CEO Early Childhood Divisions adopted assessment tool. Understand and implement Head Start National Reporting System including collection and reporting of data
- Coordinated and promoted parent involvement and if appropriate referring families to other support services within the agency and other community resources
- Collected and billed child care tuition and fees using appropriate software including the completion of vouchers to funding sources in a timely and accurate manner

Director of Upward Bound

March 2008-August 2010

Southern Vermont College

Bennington, Vermont

- Primarily responsible for planning, directing, monitoring and evaluating all activities and programs designed to assist low income and/or potential first-generation college students

in completing high school and entering post-secondary education in accordance with all applicable regulations

- Program sites included New York, Massachusetts, and Vermont to ensure that both rural and urban communities had access to this service
- Additional responsibilities included overseeing the preparation and submission of all federal required reports

Afterschool Director

August 2006-August 2010

Albany Academies for Girls

Albany, New York

- Primarily responsible for providing children with a safe academically enriching but fun environment
- Program planning included designing appropriate activities and experiences to promote leadership and self-expression
- Additional duties included supervision of support staff and record keeping

Education

Master's Degree in Instructional Technology/Curriculum Development

State University at Albany, Albany, New York

Bachelor 's Degree in Political Science

State University at Albany, Albany, New York

Certificate

Workforce Academy for Policy and Advocacy Academy, New York Association of Training and Employment Professionals (NYATEP)

Certificate of Completion; Spring Seminar Series: Health Transformation in Maternal Child Health

University of North Carolina -Gilling's School of Global Public Health June

Master's Degree School of Public Health

State University at Albany, Albany, New York

Pursing Certificate in Public Health (Completed 5 of 6 courses)

CAREER OBJECTIVE

Administrative position in Higher Education, Counseling and Workforce Development
with an emphasis on working with diverse population

PROFESSIONAL DEVELOPMENT

City of Albany, Dept. Of Youth & Workforce Services
Deputy Commissioner

Albany, New York
2014 - Present

- Oversee daily operations across two pivotal locations: the Career Central One-Stop Center and the Youth Opportunity Office.
- Forge and nurture partnerships with community organizations, governmental entities, local enterprises, academic institutions, and non-profit groups.
- Spearheaded strategic planning and executed programmatic and initiative rollouts.
- Conduct regular departmental, divisional, and team meetings, including weekly case management and senior leadership discussions.
- Comprehensive expertise in federal, state, and local regulations about workforce development and youth programs.
- Guarantee the timely and precise submission of all required grant reports annually and quarterly.
- Represent the Commissioner in various capacities and co-administer the City's Summer Youth Employment Program.

SUNY College and Career Counseling Center / SCCC
Associate Director

Schenectady, New York
2009 - 2014

- Facilitated, organized and managed student data, facility operations, and marketing initiatives.
- Deployed staff to various center locations, engage with community groups, and deliver presentations to enhance the visibility of the center's services.
- Upheld meticulous counseling records in compliance with SUNY/EOC and SCCC's guidelines.
- Continually updated knowledge in career planning, educational assessment, financial aid, and personal counseling through current literature.
- Assisted the Program Director with operational management, staff oversight, and fiscal responsibilities.

- Developed and implemented feedback mechanisms to refine service quality based on client input.
- Oversaw the resource room, ensuring access to computers, office equipment, reference materials, and up-to date job and education information.

Assistant Director

1989 - 2008

- Conducted in-depth research and compiled specialized reports on a monthly and annual basis, as well as operational plans and agency correspondence.
- Actively participated in community events and attended meetings within the Student Affairs Division.
- Contributed collaboratively to the development of programming activities and the establishment of new procedures.
- Functioned as the key contact for the SCCC's Student Alliance Association.
- Organized a variety of outreach programs including college tours, career events, annual open houses, and educational workshops.
- Managed comprehensive follow-up activities to track and evaluate client progress, including phone calls, personalized letters, academic printouts, and referral follow-ups.

Career and Vocational Counselor

1987 -1988

- Orchestrated the development and execution of innovative client recruitment strategies for the agency.
- Established a robust referral network with diverse employers, facilitating on-site interviews and enhancing job placement opportunities.
- Delivered impactful presentations at various community organizations, youth programs, and institutions, focusing on minority and disadvantaged groups.
- Played a key role in the creation and distribution of promotional materials, including event posters, flyers, and newsletters.
- Acted as the agency's ambassador at professional career fairs, college info booths, and community gatherings.
- Delivered comprehensive educational, vocational, and career counseling services, managing a significant student caseload.
- Employed a suite of assessment tools such as DISCOVER, CHOICES, and Adkins Life Skills to guide clients effectively.
- Conducted informative sessions on pre-employment preparation, including resume and cover letter writing, mock interviews, and guidance on completing online admissions and financial aid applications, as well as providing study skills and time management advice.

University of Albany
Tutorial Coordinator

Albany, New York
1986 -1987

- Directed the EOP Tutorial Office, overseeing operations, staff management, financial planning, training programs, and scheduling.
- Assessed program objectives and individualized plans, ensuring tutor performance and student academic achievements were meticulously tracked.
- Orchestrated workshops to enhance tutoring techniques and staff knowledge and was the primary contact for University Faculty and Officials.
- Administered payroll operations, compiled monthly statistics, and prepared comprehensive end-of-semester reports.
- Collaborated with the Department Chairperson to recruit tutors and pioneered group tutorial sessions for specific academic subjects.

EDUCATION

University of Albany

Albany, New York

Public Administration Master's Program — Concentration: Public
Management Bachelors of Science Degree in Social Welfare, (BSW) 1986

TRAINING AND CERTIFICATIONS

- New York State Department of Labor/ One-Stop Operating System (OSOS) 2011
- New York State Department of Labor/One-Stop Skills Matching and Referral Technology (SMART) 2010
- SUNY Systems Administration/UCAWD — Higher Educational Banner Student Data Base System 2010
- National Welfare to Work — Self Sufficiency Certified American's Career Kit Trainer 2003
Workforce Development Academy I & II 2003
- 2001 GED Trainer, 2002
- Certified, Action for Personal Choice Facilitator 1998
- Certified, Life Skills Educator — Adkins Life Skills. Columbia University 1988

PRESENTATIONS

- **Network Consortium** 3rd National One-Stop Workforce Development Conference
Chicago, Illinois

- **Tri-State Consortium of Opportunity Programs** 60th Biennial Conference
Uniondale, New York
- **New York Association of Training and Employment Professionals,
Inc.** NYSDOL Conference Saratoga, New York

PROFESSIONAL AND CIVIC AFFILIATION

- **Board Member**, American Red Cross of Schenectady
- **Board Member**, Adolescent Employability Skills Plus Program, Inc. (AESPP)
- **Member**, Purple & Gold Community Service Organization
- **Admissions Professional**, SUNY College
- **Member**, New York State Two-year College Association, Inc.
- **Member**, Albany Chapter of the Association of Social Workers
- **Chapter Advisor**, Kappa Alpha Psi Fraternity Inc.
- **Committee Member**, Schenectady Head Start Parent Involvement Advisory Committee
- **Field Instructor**, Siena College, Social Welfare Department
- **Member**, Schenectady Municipal Housing Authority Human Service Consortium

PROFESSIONAL AND PERSONAL REFERENCES AVAILABLE UPON REQUEST



STEPHANIE BARRETT

Home: 518-462-3410 | Cell: 518-331-3658 | s.barrett78@yahoo.com

PROFESSIONAL SUMMARY

An experienced case manager with strong leadership and relationship-building skills. Having over fifteen years of case management and clerical experience I am looking for a great team to grow with.

SKILLS

- MS Windows proficient
- Strong client relations
- Medical terminology knowledge
- Team leadership
- Self-motivated
- Strong verbal communication
- Conflict resolution
- Multi-line phone talent
- Quick learner
- Staff development

EXPERIENCE

10/2018 to Present

Employment & Specialist| City of Albany | Albany, New York

- Formulates employability action plans for program participants
- Interviews customers to gather, evaluate and data enter information related to prior work experience, education, specific skills, and physical, personal, and social background to formulate employability and/or training plans
- Helps customers obtain needed support services

11/2018 to 09/2020

Behavioral Health Counselor| SPARC Morton Avenue Shelter | Albany, New York

- Help guests with housing and employment searches and case management
- Manage interpersonal conflicts and misunderstandings between guests to de-escalated situations
- Preserve confidential and personal information written and spoken

08/2017 to 10/2018

General Clerk II| City of Albany | Albany, New York

- Kept reception area clean and neat to give visitors a positive impression of the company
- Received and routed business correspondence to the correct department or staff member

STEPHANIE BARRETT

- May independently solve work problems and resolve work-related problems such as settling complaints from difficult customers
- Greeted incoming customers professionally and provided friendly, knowledgeable assistance
- Answered telephone inquiries from clients, vendors, and the public
- Provided clerical support to company employees, including copying, faxing, and file management

04/2011 to 03/2019

Patient Access Representative | Albany Memorial Hospital | Albany, New York

- Maintained a clean, healthy, and safe environment
- Performed clerical duties, such as word processing, data entry, answering phones, and filing
- Verified patients' eligibility and claims status with agencies
- Prepared patients' charts, pre-admissions, and consent forms as necessary
- Maintained strict patient and physician confidentiality

10/2013 to 10/2014

Patient Check-In/Check-Out | Capital Cardiology Associates | Albany, New York

- Responsibilities include day to day process of handling new and existing patients such as checking the patients in and out
- Verification of demographics and insurance
- Answering phones, scheduling patient appointments
- Collecting copays

11/2009 to 10/2014

Member Service Representative | Davis Vision Inc | Latham, New York

- Proficient use of proprietary administration systems to respond to customer inquiries and requests adhering to defined customer service standards. (ex. Knowledge of in /out of network copays, non-plan allowances/retail value, and the various network relationships).
- Act as a liaison coordinating efforts between, members, providers, client representatives, and the manufacturing facilities
- Communicated with vendors regarding back order availability, future inventory, and special orders
- Asked open-ended questions to assess customer needs
- Responsible for providing exceptional customer service, while answering incoming member and provider telephone inquiries in a manner that is always respectful and courteous

STEPHANIE BARRETT

02/2005 to 07/2005

Calculation Clerk, I | NYS DEC | Albany, New York

- Deal with issues and questions regarding payroll from employees, branches, and management
- Update paper and electronic payroll records by entering adjustments on pay rates, employee status changes, etc. Calculate unemployment
- Calculate pay according to hours worked incorporating overtime
- Accomplish the payroll process using payroll software (LATS)

EDUCATION

May 2023	Bachelor of Science: Human Services/CASAC Cazenovia College – Cazenovia, New York
May 2018	Associate of Science: Human Services Hudson Valley Community College – Troy, New York
December 2008	Medical Billing and Coding Branford Hall Career Institute – Albany, New York

CERTIFICATION

- CASAS-T
- Microsoft Certified Application Specialist (MCAS)
- Computer Training Certificate
- OSHA 10 Training Certification
- Mental Health First Aid USA Certified
- CPR/AED Certified (exp. 11/25)

Cazenovia College

awards this

Office of Addiction Services and Supports (NYAS OASAS) Certified Education

Specialized Services and Support (SSAP) Certified Educator

ice of Addiction Services and Supports (NYS OASAS) Certified Education

Stephanie Ballew

Office of Addiction Services and Supports (NY's OASAS) Certified Education and Training Provider

essfully completed 350 education and training clock hours covering specific course work, *vide*

and approved by OASAS in compliance with the requirements of 14 NYCRR Part 853

regulations. This course work is in compliance with the CASAC 350-Hour Education and

standardized Curriculum and is approved for the full Credentialed Alcoholism and Substance

Abuse Counselor (CASAC) 350-hour requirements.

with the training completed on this date

Office of Addiction Services Certified Education and Training Provider

12/6/2022

Office of Addiction Services and Supports (NY's OASAS) Certified Education and Training Provider

Office of Addiction Services and Supports (NYS OASAS) Certified Education and Training Provider

Signature of Authorized Representative

Dr. Mary Handley - Program Director, Human Services

Office of Addiction Services and Supports (NY State Office of Addiction Services and Supports (NYS OASAS) Certified Education and Training Provider

ice of Addiction Services and Supports (NYS OASAS) Certified Education and Training Provider

the NYS OASAS education hours, to be applied toward a new or existing OASAS credential.

Cazenovia College

ON THE RECOMMENDATION OF THE FACULTY,
AND BY VIRTUE OF THE AUTHORITY VESTED IN THE BOARD OF TRUSTEES
BY THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK, HAS CONFERRED UPON

Stephanie H Barrett

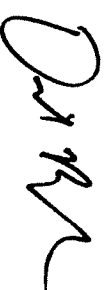
THE DEGREE OF
Bachelor of Science

WITH ALL THE RIGHTS, PRIVILEGES AND HONORS THERETO PERTAINING
GIVEN IN THE VILLAGE OF CAZENOVIA IN THE STATE OF NEW YORK
ON THE THIRTEENTIETH DAY OF MAY, TWO THOUSAND TWENTY THREE.

CHAIR, BOARD OF TRUSTEES



PRESIDENT OF THE COLLEGE



FEDERAL HOUSING REHABILITATION PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is under the general supervision of the Director of Community Development in the Department of Development and Planning, Division of Housing and Community Development. The work involves planning, organizing and direction of rehabilitation programs as related to the Housing Rehabilitation programs, and assessing the rehabilitation needs of vacant and abandoned buildings. Work includes the supervision of construction and rehabilitation personnel. Work is reviewed through analysis of reports, and through discussions or problems encountered. This position deals directly with the public and the regulatory community including federal, state and local agencies. Independent judgment is used in dealing with specific problems and in developing policies and practices that will affect the outcome of the project.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, organizes and directs the activities of the City of Albany's housing programs, including the Lead Abatement Program and Housing rehabilitation programs;
- Responsible for the programmatic oversight of housing activities by contractors, developers and other recipients of City funds;
- Assists with new program development, grant applications, program design and implementation;
- Prepares data and reports to assist with the administration of grant and program compliance monitoring efforts, including environmental review, CAPER, IDIS and performance measures where appropriate;
- Ensures financial spending is within budget, and meets eligibility requirements of various federal, state and local programs;
- Interprets and applies HUD, CDBG, HOME and Lead Hazard Reduction regulations to current housing rehabilitation programs in order to ensure compliance and eligibility of rehabilitation projects;
- Reviews the work products of other to ensure compliance with standard operating procedures, federal regulations and internal work standards;
- Coordinates work activities and program functions with other city departments and outside agencies;
- Reviews and approved bidding process and payment procedures in accordance to City and Federal procurement regulations;
- Assists with the budget process for both the City of Albany budget and annual U.S. Department of Housing and Urban Development Action Plan budget;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of environmental, urban and community planning;
- Good knowledge of basic construction principles, practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Working knowledge of personal computers and office equipment;
- Ability to accurately prepare and maintain construction reports;
- Ability to interpret and apply construction practices as applicable to Federal standards;
- Ability to understand and follow detailed oral and written instructions;
- Ability to plan and supervise the work of personnel;
- Ability to establish and maintain effective working relationships with state and local agencies and the community;
- Strong oral and written communication skills;
- Ability to express ideas clearly and concisely;
- Resourcefulness;
- Tact and courtesy;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in Construction Technology, or related field, and six (6) years of full-time paid administrative programming experience related to federally funded housing rehabilitation programs; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Construction Technology, or related field and eight (8) years of full-time paid administrative programming experience related to federally funded housing rehabilitation programs; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time paid administrative programming experience related to federally funded housing rehabilitation programs; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

SPECIAL REQUIREMENT:

Must possess a Risk Assessor Certification at time of appointment and for the duration of employment.

Daniel Moretoni

92 Chestnut St. Albany, NY 12210 - 845-392-6889 - DanielMoretoni@Gmail.com

Experience

Albany Community Development Agency

Federal Housing Rehabilitation Program Manager

Risk Assessor

Rehabilitation Specialist II

[09/2023-Present]

[07/2022-09/2023]

[01/2021-07/2022]

Manager of the Rehabilitation team for the ACDA

Lead rehab team efforts to execute the rehabilitation of low/mod-income housing within the city of Albany

Responsible for the planning, organizing, and directing the rehab activities of the City of Albany's housing programs

Lead program oversight of housing activities by contractors, developers, and other recipients of city funds

Review the work product of others and ensure compliance with SOPs, federal regulations, various procurement policies, and internal work standards.

Review and approve work scopes and in-house cost estimates

Contact approved contractors, solicit bids, and award construction contracts to carry out the rehabilitation

Work collaboratively with the ACDA Lead hazard reduction team to inspect, identify, and carry out lead paint hazard abatement or controls

Perform lead based paint risk assessments to collect actionable data on lead hazards in homes

Consolidated Edison Company

[11/2012-10/2020]

Member of the Consolidated Edison (Con Ed) Service Assessment operation for the Brooklyn/Queens office

Personally responsible for natural gas service assessment for Brooklyn/Queens retail operations, achieved via collaboration with Con Edison Gas Engineering Department

Thoroughly analyze and review each project for consistency based on industry standards, ensure all information is received and accurate to avoid company/customer delays and/or loss of capital

Education

University at Albany – Albany, New York

[2008-2012]

Bachelor of Arts: Urban Studies and Planning

Student Initiated Interdisciplinary Minor: Environmental Studies

Cornell University

[2022]

Project Management Professional Certification

Certifications

Lead Based Paint Risk Assessor - LBP-R-I225202-1

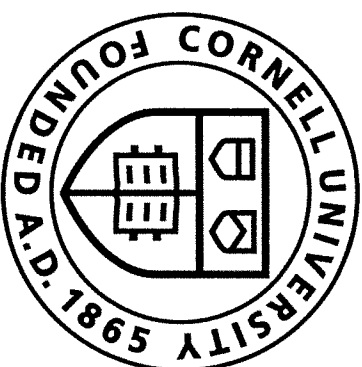
Lead Inspector - LI-I-51766-21-0007

Lead Abatement Supervisor - L-S-I-21-51766-003

Lead Abatement Worker - L-W-I-21-51766-002

Healthy Housing Principles Certification (BPI)

Cornell University



This is to acknowledge that

Daniel Thornton

has completed the certificate program entitled

Project Management

This Thirteenth Day of June, 2022
through eCornell.

A handwritten signature in black ink, appearing to read 'Lynden A. Archer', is positioned above a horizontal line.

Lynden A. Archer, Joseph Silbert Dean
College of Engineering
Cornell University

United States Environmental Protection Agency

This is to certify that

Daniel Moretoni



has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint activities pursuant to 40 CFR Part 745.226 as:

Risk Assessor

In the Jurisdiction of:

All EPA Administered Lead-based Paint Activities Program States, Tribes and Territories

This certification is valid from the date of issuance and expires July 17, 2024

LBP-R-1225202-1

Certification #

July 03, 2021

Issued On



Ben Conetta, Chief

Chemicals and Multimedia Programs Branch

A handwritten signature in dark ink, appearing to read "Ben Conetta".

Healthy Indoors Training

Certificate of Completion

THIS ACKNOWLEDGES THAT

Daniel Moretoni

HAS SUCCESSFULLY COMPLETED,

HEALTHY HOMES ASSESSMENT: PRINCIPLES AND PRACTICE

ENVIRONMENTAL ASSESSMENT TRAINING COURSE

BY COMPLETING THIS COURSE, THIS STUDENT HAS COMPLETED 13.5 HOURS OF CONTINUING EDUCATION
TO MEET THE MINIMUM REQUIREMENTS FOR PERFORMING HOME ENVIRONMENTAL ASSESSMENTS

Kevin Kennedy

KEVIN KENNEDY, MPH, CIEC, INSTRUCTOR
ENVIRONMENTAL HEALTH PROGRAM

06/25/2021

DATE OF COMPLETION



DIRECTOR OF COMMUNITY DEVELOPMENT

DUTIES STATEMENT: Pursuant to the Charter of the City of Albany, New York, article XXXV, section 42-285 C, this position is responsible for developing and monitoring housing initiatives and programming, establishing policies and procedures and supervising staff within the Division of Housing & Community Development. Since this entire Division's funding is 100% reimbursable from the Federal Department of Housing and Urban Development (HUD), a primary responsibility of the position is to oversee the compliance with all regulations, procedures, policies and eligibility requirements established by HUD.

The position assists in the direction and implementation of programs and policies designed to provide affordable housing by directing funds for home ownership opportunities and new housing construction and rehabilitation of existing structures within the parameters of HUD regulations. The incumbent oversees the promotion and coordination of housing programs including the Albany Home Store by providing directives and arranging for funding and reimbursement as needed.

The incumbent assists the Commissioner in managing, directing and implementing the Department's policies and programs in the Division of Housing and Community Development; and determines, manages and implements the Division's programming policies and procedures.

The Director oversees and/or prepares budgets for housing development programs, setting goals, monitoring performance and providing fiscal oversight as needed; and coordinates activities of staff and programs to prevent overlapping or duplication of functions and responsibilities.

Minimum Qualifications:

- A. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in architecture, planning, urban studies or related field and eight (8) years experience in housing and community development; **OR**
- B. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in architecture, planning, urban studies or related field and ten (10) years experience in housing and community development, five (5) years of which included managing and directing senior-level staff in an organization comparable in size to Community Development; **OR**
- C. Any equivalent combination described by the limits of (A) and (B) above.

Michael Foley

22 Crescent Drive
Albany, NY 12208
(518) 428-8006
foleym617@gmail.com

City of Albany, Albany, NY- *Director of Housing and Community Development*

April 2023- Present

- Assists in managing and directing implementation of policies and procedures.
- Prepares budgets for housing development programs
- Coordinates staff activities and programs
- Oversee regulation compliance established by HUD
- Supervises the entire Housing and Community Development staff

City of Albany, Albany, NY - *Federal Housing Rehabilitation Program Manager*

2020-2023

- Supervise construction and all rehabilitation personnel
- Plans, organizes and directs activities of the City of Albany's housing programs
- Oversees housing activities by contractors, developers and tenants
- Assists with program development, grant applications, and program designs
- Ensures financial spending is within budget and meets requirements
- Interprets and applies HUD regulations to current housing rehabilitation programs
- Ensures compliance with standard operating procedures
- Supervises and assists progress of risk assessors/ rehabilitation specialist and support staff
- Coordinates activities and programs with other city departments and outside agencies
- Approve and monitor Kronos
- Review and approve the bidding process and payment procedures in accordance with regulations

City of Albany, Albany, NY - *Rehabilitation Environmental Services Manager*

2008-2020

- Develops/reviews/solicits the bidding process for rehabilitation projects/abandoned buildings
- Assesses rehabilitation needs for rehabilitation projects
- Conducts block surveys and onsite inspections of work in progress
- Issues progress payments to contractor based on evaluation of amount, and quality of work completed
- Reviews homeowner/application complaints
- Uses computer programs and databases for required reports and statistics
- Provides leadership, support and guidance for activities of working groups
- Oversees the progress of reports for submittal to EPA
- Prepares community involvement plans which outline public outreach efforts related to environmental grants, including narrative, charts and maps

City of Albany, Albany, NY - *Abandoned Building/ Rehabilitation Coordinator*

2004-2008

- Supervise all vacant and abandoned building operations
- Maintain computerized case files
- Prepare work write-ups for vacant and abandoned buildings
- Complete code inspections for rehabilitation purposes
- Complete cost estimates on rehabilitation contracts
- Prepare contracts and bids for all demolition projects
- Assisting in Operation Block By Block

City of Albany, Albany NY- *Rehabilitation Specialist*

2001-2004

- Maintained computerized case files
- Prepared reports pertaining to work write-ups
- Completed code inspection for rehabilitation purposes
- Completed cost estimates on rehabilitation contracts
- Conducted progress payment reports for work in progress
- Inspected and submits progress payments
- Liaison between homeowner and contractor

East Greenbush, NY- *East Greenbush Beverage Corporation- Supervisor*

1999-2001

- Handled accounts receivables
- Maintained computerized inventory
- Supervised employees

Certification

- Completed Code Certification Class
- EPA Certified Risk Assessor
- EPA Lead Abatement Supervisor/ Contractor (Initial training)
- EPA Model Lead Inspector Technician Training
- EPA Model Lead Risk Assessor (Initial Training)

EDUCATION

Bishop Maginn High School, Albany, NY -1989-1993

Community Activities

- Assisted in the Fingerprint Identification Program/ Upper New Scotland Neighborhood Association
- Assistant Junior Varsity Football Coach for Bishop Maginn High School
- Albany Pop Warner Football Coach
- Assisted in Mater Christi Basketball Coach

References

Available upon request

United States Environmental Protection Agency

This is to certify that

Michael A Foley

has fulfilled the requirements of the Toxic Substances Control Act (TSCA) Section 402, and has received certification to conduct lead-based paint activities pursuant to 40 CFR Part 745.226 as:

Risk Assessor

In the Jurisdiction of:



All EPA Administered Lead-based Paint Activities Program States, Tribes and Territories

This certification is valid from the date of issuance and expires

February 06, 2025

LBP-R-1196-2

Certification #

January 03, 2022

Issued On



Ben Conetta, Chief

Chemicals and Multimedia Programs Branch

A handwritten signature in dark ink, appearing to read "Ben Conetta". The signature is written over a horizontal line.

FEDERAL HOUSING FINANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Work is performed under the general direction of the Director of Community Development. The work involves the performance of financial duties as applicable to the housing rehabilitation programs operated by the Department of Planning, Division of Housing and Community Development. This position reports director to the Director of Community Development and oversees program staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, supervises and evaluates the work of the agency's intake, finance, outreach and compliance staff and resolves procedural, operational and other work related issues as they arise within the agency;
- Develops departmental and unit policies and procedures;
- Conducts research related to program regulations, HUD regulations and develops new programs and program updates based on HUD regulations, best practices, etc.;
- Assists with the planning, data gathering, needs assessment and writing of the City's Annual Action Plan five year plan, and Annual HUD progress report;
- Prepares policies and procedures governing each program to promote equitable distribution of funds to ensure adherence to program requirements;
- Assists with the administration of grant and program compliance monitoring efforts, including environmental review, IDIS and performance measurements where appropriate;
- Keeps updated data and conducts reports regarding MWBE and Section 3 involvement;
- Assists with tracking of program budgets to ensure appropriate spending levels;
- Assists with new program development, including research, grant applications, program design and implementation;
- Develops educational and other technical assistance to local, not for profit organizations and housing organizations;
- Assists with writing and implementing the agency's impediment to fair housing policy;
- Assures relevant funding and professional services contracts are procured, executed, amended and extended by their respective deadlines;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of federal housing entitlement programs;
- Comprehensive knowledge of first time home buyer programs, community based loan/grant programs and underwriting;
- Good knowledge of housing loan programs and grants;
- Good knowledge of financial counseling practices and procedures;
- Good knowledge of basic monitoring principles, practices and procedures;
- Ability to follow detailed oral and written instructions;

- Ability to deal effectively with individuals from a variety of ethnic and socio-economic groups;
- Ability to prepare specific reports;
- Proficient in organizational and time-management skills;
- Ability to manage and prioritize multiple tasks;
- Good knowledge of business English, spelling and punctuation;
- Working knowledge of personal computers and office equipment;
- Ability to work independently;
- Ability to establish and maintain effective working relationships with other employees and the public;
- Tact;
- Courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or new York State registered college or university with a Bachelor's Degree or higher in Planning, Public Administration or a closely related field and six (6) years of full-time paid experience in working with affordable housing programs, community development or a related public agency; **OR**
- (B) Graduation from a regionally accredited or new York State registered college or university with a Associate's Degree in Planning, Public Administration or a closely related field and eight (8) years of full-time paid experience in working with affordable housing programs, community development or a related public agency; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time paid experience in working with affordable housing programs, community development or a related public agency; **OR**
- (D) Any equivalent combination of training and experience described by the limits of A through C above.

Kristin Cronin

238 S. Allen Street, Albany, New York, 12208 * Phone 518-915-1028 Work 518-434-5272

*Email kcronin@albany.ny.gov

OBJECTIVE: To obtain a position that will utilize my skills and experience within the Albany Community Development Agency.

PROFESSIONAL EXPERIENCE:

Federal Housing Finance Manager: Albany Community Development Agency
February 2022 -Present

Oversee all aspects of CDBG and HOME subrecipients, review funding requests, prepare contracts, review vouchers, set-up activities in IDIS, provide technical assistance, supervise the Senior Contract Specialist, research and monitor HUD regulations and policies to ensure ACDA is applying them to all programs, prepare environmental reviews for all housing and Lead cases, supervise Intake specialist and Finance Counselors, provide technical assistance to all ACDA personnel on HUD regulations and policies, acting co-director from August of 2022 – March 2023, underwrite developer projects and prepare commitment letters and loan documents, prepare payoff letters, satisfactions and subordination agreements for housing programs, provide loan servicing for all repayable in house loans

Finance/Compliance Officer: Albany Community Development Agency
October 2017-February 2022

- Oversee all aspects of CDBG and HOME subrecipients, review funding requests, prepare contracts, review vouchers, set-up activities in IDIS, provide technical assistance, research and monitor HUD regulations and policies to ensure ACDA is applying them to all programs, prepare environmental reviews for all housing and Lead cases, prepare all mortgage and grant documents for homeowners and conduct the loan and grant closings, underwrite developer projects and prepare commitment letters and loan documents, prepare payoff letters, satisfactions and subordination agreements for housing programs, provide loan servicing for all repayable in house loans, .

Mortgage Officer: Albany Community Development Agency
June 2000-October 2017

- Prepare all mortgage and grant documents, conduct closings with homeowners, process closing documents, process subordination requests and prepare subordination agreements, prepare payoff letters, prepare mortgage satisfactions, complete environmental review on all housing cases, underwrite developer projects and prepare loan documents, work with Deputy Director in creating new housing programs, monitor HUD regulations and update housing programs to adhere to policy changes, provide loan servicing on all repayable in house loans

Administrative Assistant: KeyBank, Small Business Special Assets
October 1997-June 2000

Mortgage Origination/Quality Control: AlBank (Albany Savings Bank)
March 1990-October 1997

EDUCATION, TRAININGS:

- Building HOME, CDBG Basics, CDBG for PJ's, Part 58 Environmental Review, Managing CDBG Subrecipients, HOME Rental Housing Compliance, HOME Underwriting and Subsidy Layering, IDIS Primer, Determining Income for HOME, CDBG CARES ACT, Lead Based Paint Regulations Training, Supporting Infectious Disease Response CDBG Program, Managing CDBG, Fair Housing, Section 106 Historic Preservation, HOME Short Term Lease Purchase, HOME Resale/Recapture, Section 3 Final Rule
 - Bryant & Stratton May 2007 –May 2008
 - Mildred Elley Business School 1989
 - Bishop Maginn High School 1987

ACCOUNTANT I

(Development and Planning – Division of Community Development)

DISTINGUISHING FEATURES OF THE CLASS: This is beginning level professional accounting work. The incumbent is responsible for maintaining a set of accounts and assisting in assigned phases of accounting work. Work assignments are received from an administrative or technical superior and work is performed within an established system of accounts. The volume of work and extent of detailed work performed will vary in different offices where this position occurs. Limited independent judgment is exercised in applying established accounting procedures. Work may include the supervision of a limited number of clerical personnel. Work is reviewed through analysis of accounts and records and through discussions on problems or details encountered.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Posts to journals and subsidiary ledgers;
- Sets up work sheets and participates in auditing tax and water rolls;
- Collects all property taxes, special assessments and miscellaneous receipts from agencies;
- Prepares refund warrants;
- Supervises receipt and entry of accounts payable;
- Keeps budget records;
- Accumulates data and participates in the preparation of the budget and other fiscal and special financial reports;
- Suggests and recommends methods of improving accounting practices and procedures;
- Assumes responsibility for the maintenance of municipal accounting and fiscal records;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic accounting principles and practices and procedures;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of personal computers and office equipment;
- Ability to accurately prepare and maintain general journals and ledgers;
- Ability to understand and follow detailed oral and written instructions;
- Ability to prepare special periodic financial reports;
- Ability to plan and supervise the work of clerical personnel;
- High degree of accuracy;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in accounting, business administration or a closely related field, with at least twelve (12) credit hours in accounting having been successfully completed; * **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in accounting, business administration or a closely related field, which shall include at least twelve (12) credit hours in accounting* and two (2) years of paid fulltime experience in accounting, bookkeeping or auditing work; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in accounting, bookkeeping or auditing work; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

*A transcript of courses must be submitted if a candidate wishes to qualify under Section (A) or (B) of the minimum qualifications.

Kevin X Montanez Vargas
kevinunjido7@gmail.com 787.923.5247

SKILLS

- Language: Bilingual, fluent in oral and written Spanish,
- Proficient with all Google Drive programs, Outlook and Microsoft Office programs.
- Basic understanding with QuickBooks, Coupa Net Suites and Excel Programs.
- Moderate understanding of IDIS (Integrated Disbursement & Information System)
- Advanced understanding of the MIP Accounting System

WORKS EXPERIENCE

Accountant 1, Albany Community Development Agency, Albany NY, February 2023 - Present

- Responsible for maintaining a set of accounts and assisting in assigned phases of accounting work.
- Review work through analysis of accounts and records and through discussions on problems or encountered
- Posts to journal and subsidiary ledgers, set up worksheets and participate in auditing tax and water rolls.
- Assist in daily and weekly audits of accounts, vouchers and statutory records.
- Accumulate data and participate in the preparation of the budget and other fiscal financial reports.
- Assumes responsibility for the maintenance of municipal accounting and fiscal records.
- Process, review and code vouchers/invoices utilizing Microsoft excel and MIP accounting system to track and organize payments and financial records.
- Keep Records of all Sub-recipients in our internal budget sheets.
- Enter and retrieve information in an automated information system.
- Fund/Draw money from different grants and funding years in IDIS.
- Organized files, records
- Perform related work as required.

Internship, Casella Waste System Company, Latham NY, February-May 2022

- Work in Softpak to review account sets up with accurate data and learn how to bill customers
- Post journal entries to the general ledger to assist with completing month end in a timely manner
- Review payroll and enter payroll change requests to build knowledge of how payroll is processed at a division level.
- Upkeep balance sheet reconciliation records to ensure that all accounts balance are verified accurately.

EDUCATION

Bachelor of Science in Accounting, May 2022

The College of Saint Rose, Albany, New York

Huether School of Business, The College of Saint Rose, Albany, New York

G.P.A.: 3.0/4.0

RELEVANT COURSEWORK

Intermediate Accounting 1 & 2, Principles of Managerial Accounting, Accounting Information System, Taxation, Financial Auditing, Principles of Financial Accounting, Principles of Marketing, Fundamentals of Business, Organizational Behavior, Principles of Macro/Micro Economics, Integrated Global Business, Business Communication, Business Law 1 & 2, Governmental and Not-for-Profit Accounting, Investment 1, QuickBooks and Excel.

REHABILITATION SPECIALIST II

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for rehabilitation construction under the direct supervision of the Rehabilitation and Environmental Services Manager as related to the City's Housing Rehabilitation programs. Work assignments are received from an administrative superior and work is performed within an established system and procedure. Work is reviewed through analysis of case activity or through discussions or problems encountered.

TYPICAL WORK ACTIVITIES:

- Conducts on-site inspections of property to be rehabilitated and/or repaired;
- Prepares work write up;
- Prepares preliminary cost estimate;
- Reviews work write up with contractor and homeowner;
- Prepares proposal for repairs;
- Maintains computerized case files;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of basic construction principles, practices and procedures;
- Good knowledge of computerized software programs;
- Working knowledge of office terminology, procedures and equipment;
- Ability to accurately prepare and maintain construction reports;
- Ability to interpret and apply construction practices as applicable to federal, state and local standards;
- Ability to work with a high degree of accuracy;
- Ability to understand and follow detailed oral and written instructions;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree, and two (2) years of paid fulltime experience required in the area of residential or commercial construction; **OR**

- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree, and four (4) years of paid fulltime experience required in the area of residential or commercial construction; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of paid fulltime experience in the area of residential or commercial construction; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of A, B and C above.

Issued: 8/6/97
Revised: 8/30/16