

**DEPUTY EXECUTIVE DIRECTOR (HOUSING AUTHORITY)**

**General Statement of Duties and Responsibilities**

Under executive direction acts as Deputy Executive Director of the Housing Authority; performs related work.

**Examples of Typical Tasks**

Acts as chief assistant to the Executive Director (Office Title - General Manager) in planning and executing all the Authority's policies and directives.

Consults with and advises the Executive on problems to which assigned.

Formulates plans, methods, policies and procedures.

Acts as chief assistant to the Executive Director in the supervision of the major departments of the Authority.

Is responsible for the planning, establishment and execution of various agency programs.

Represents and acts for the Authority in relations with the public and with civic groups.

Acts as Executive Director in his absence.

NC - X

CODE NO. M 10154

NEW YORK CITY HOUSING AUTHORITY (996)

DEPUTY EXECUTIVE DIRECTOR (HOUSING AUTHORITY) (continued)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university, and five (5) years of full-time paid experience in an administrative, executive or consultative capacity in a large public housing agency; or
2. A satisfactory equivalent.

**Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive class.