

**EXEMPT
NEW YORK CITY PUBLIC HOUSING
PRESERVATION TRUST (###)**

CODE NO. M #####

**CHIEF OF STAFF TO THE PRESIDENT
(NEW YORK CITY PUBLIC HOUSING PRESERVATION TRUST)**

Duties Statement:

Under the executive direction of the President, with wide latitude for the exercise of independent judgment and initiative, serves as Chief of Staff to the President. Ensures that the decisions, direction and plans of the President are initiated and implemented by acting as the personal representative of the President to both internal and external partners (including members of the executive staff and staff assigned to Office of the President).

Provides strategic advice to the President and senior staff to improve the daily operations of the agency. Provides oversight and guidance on projects of high importance. Acts as the primary liaison and point of contact between senior staff, employees, and external stakeholders. Develops and drafts agency policies and procedures. Manages and/or follows up on special projects as directed by the President. Oversees the agency's Strategic Planning, including coordination with internal and external stakeholders to ensure compliance. Advises the President on every critical development by working closely with the Vice President's Office. Works closely with all executive partners and advises on the shifting of resources when required to ensure sustainability in agency operations. Prepares detailed analyses of current conditions, while identifying optimum methods for effecting needed policy modifications. Monitors and coordinates implementation of executive directives by the agency's various divisions and resolves difficulties experienced by operating divisions in the implementation of agency policy. Provides guidance and problem-solving solutions where warranted and advises the President regarding intergovernmental matters and their impact on Agency operations.

12.15.2022