

VICE PRESIDENT
(NEW YORK CITY PUBLIC HOUSING PRESERVATION TRUST)

General Statement of Duties and Responsibilities

This is a management class of positions. Under executive direction, assists in the supervision of the operations of the New York City Public Housing Preservation Trust “Trust”; performs related work.

Examples of Typical Tasks

Consults in a confidential capacity with and advises the President (New York City Public Housing Preservation Trust) “President” on functional areas of responsibility(ies) to which assigned.

Serves as a member of the senior-level management team and assists the Executive Vice Presidents (New York City Public Housing Preservation Trust) in planning and executing all of the Trust’s policies and directives.

Represents the Trust and acts on its behalf in relations with the New York City Housing Authority “NYCHA,” the residents served by NYCHA, the public, public officials, internal and external stakeholders, and advocacy and civic groups.

Assists in leading one or more functional areas of procurement and contract management; finance; Asset and capital management; property management; community engagement; intergovernmental relations; administration; and information technology; and in the direction and supervision of Trust functional department and division heads and staff.

Reviews audit reports prepared and takes affirmative steps to address the findings thereof.

VICE PRESIDENT
(NEW YORK CITY PUBLIC HOUSING PRESERVATION TRUST) (continued)

Examples of Typical Tasks (continued)

Participates in developing methods and procedures to be followed for Trust business.

Plans, organizes and executes complex programs of Trust-wide significance, under the direction of the President and Executive Vice President(s) of the Trust.

Participates in allocation of resources to rehabilitate existing housing or to create additional housing, and leads in the efforts to provide for the issuance of certain bonds, notes or other obligations of the New York City Housing Development Corporation or the search for other funding sources.

Acts as liaison with various Federal, State and City agencies such as the U.S. Department of Housing and Urban Development, the State Division of Housing and the Office of the Mayor.

Participates in labor relations meetings, wage negotiations, and other meetings and conferences regarding labor/management problems, employee welfare and grievances.

Prepares special reports.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of full-time paid experience in an administrative, executive or consultative capacity in a large public housing agency; or
2. Education and/or experience which is equivalent to "1" above.

Lines of Promotion

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