

**CHIEF OF HOUSING COMMUNITY ACTIVITIES (HA) (NY HELPS PROGRAM)**

**General Statement of Duties and Responsibilities**

Under executive direction, determines the character and extent of the community activities program of the New York City Housing Authority and controls the execution of the program.

**Examples of Typical Tasks**

Secures sponsorship for the operation of community facilities such as children's centers, health stations, recreation centers, nursery, and other school facilities.

Coordinates the planning, organization, and operations of facilities with appropriate City departments.

Establishes and develops the relationship between social and welfare agencies and the New York City Housing Authority.

Provides guidance and leadership to ensure satisfactory operation of community activities and facilities to meet community and project needs.

Surveys community facilities in areas where public housing developments are planned.

Advises on the design and layout of community facilities.

Represents the Authority on city-wide agency committees.

Performs related work as required.

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(Continued)

**Qualification Requirements**

1. A baccalaureate degree issued upon completion of a course of study registered by the University of the State of New York; and seven (7) years' experience in an executive or administrative capacity in a large community agency having or supervising at least 25 professional employees; or
2. A master's degree or 30 graduate credits in group work, community organization, recreation, physical education and six (6) years' experience of the type described in (1) above; or
3. A satisfactory equivalent combination of education and experience.

**Note:**

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into "Chief of Housing Community Activities (HA) (60580)" as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.