

Executive Program Specialist (Housing Authority)

Duties Statement

Serving as a confidential advisor to the Chief Executive Officer and the deputies thereof, works in close collaboration with the senior executive team on policy formulation and in development and implementation of key initiatives. Acts as liaison to elected officials and external stakeholders.

Reviews NYCHA's accounts and reporting functions; provides departments with necessary guidance and ensures compliance with relevant regulations and/or guidelines; provides strategic guidance; formulates responses to written inquiries and develops negotiation strategies.

Analyzes, and refines workflows, portfolios of projects, and reporting relationships to obtain optimum effectiveness and to meet NYCHA business objectives, deliverables, and budgetary requirements; meets regularly with stakeholders to understand and satisfy business needs.

Prepares monthly status reports on project portfolios; holds meetings with project managers to assess status. Reviews business and functional requirements for support and scoping, including process models for business process improvements.