

**Executive Assistant to the Chief Executive Officer (Housing Authority)**

**Duties Statement**

Under executive direction of the Chief Executive Officer, with wide latitude for the exercise of independent judgment, action, decision, and initiative, serves as a confidential assistant to the Chief Executive Officer.

Assists the Chief Executive Officer in strategic planning, policy and operational matters and may serve as his/her designee or proxy. Assists in the development and implementation of departmental policies and procedures. Takes part in agency-wide policy meetings with or at the behest of the Chief Executive Officer. Researches, evaluates, and reports on a broad spectrum of programmatic issues to maximize the agency's efficiency and effectiveness. Recommends new program initiatives as deemed necessary, as well as changes in regulatory legislation. Develops and implements program proposals, working directly with program heads and the General Counsel.