

EXECUTIVE PROGRAM SPECIALIST (HOUSING AUTHORITY)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with wide latitude for independent action or decision, manages and coordinates strategic initiatives, projects, and/or programs. Directs the work of managerial, professional, and support staff engaged in strategic initiatives, policy, and/or operations; performs related work.

Examples of Typical Tasks

Provides to the Chief Executive Officer or other executives and oversight agencies or offices critical statistics and data analyses relating to the strategic plan of the New York City Housing Authority (NYCHA).

Performs specialized programmatic activities to support the present and future business requirements of all programs and functional areas within NYCHA.

Participates in the formulation of NYCHA plans, policy and procedures, proposing and creating strategic initiatives to improve organizational effectiveness.

Utilizes the latest economic research tools, developing consistent and reliable means and methods for the entire agency in the examination and tabulation of data, analysis and reports.

Demonstrates expertise in developing indicators that measure and report on the agency's goals, objectives and delivery of services.

Provides critical data needed for the formulation of NYCHA plans, policies and procedures.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position including eighteen months of experience in a managerial, consultative, administrative, or supervisory capacity; or
2. A satisfactory equivalent of education and/or experience.

EXECUTIVE PROGRAM SPECIALIST (HOUSING AUTHORITY) (continued)

Direct Lines of Promotion

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