

## **STRATEGIC INITIATIVE SPECIALIST (HOUSING AUTHORITY)**

### **General Statement of Duties and Responsibilities**

Under executive direction, with broad latitude for independent action or decision, serves as a strategic initiative specialist to an agency executive, in the performance of highly difficult/complex policy and economic analysis; 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 two years of satisfactory, full-time experience related to the projects and policies to be studied in the particular position; or
2. A satisfactory equivalent of education and/or experience.

### **Direct Lines of Promotion**

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