

ASSISTANT EXECUTIVE DIRECTOR (HOUSING AUTHORITY)

General Statement of Duties and Responsibilities

This is a management class of positions. Under executive direction, assists in the supervision of the operations of the New York City Housing Authority; performs related work.

Examples of Typical Tasks

Assists the Executive Director (Office Title - General Manager) in planning and executing all of the Authority's policies and directives.

Represents and acts for the Authority in relations with the public, particularly tenants, tenant groups, public officials, and civic groups.

Consults with and advises the Executive Director on areas of responsibility to which assigned.

Assists in the supervision of Department and Division heads.

Reviews audit reports prepared by the Finance and Audit Department on such subjects as painting by outside contractors, time and attendance, cost estimates, etc.

Participates in developing methods and procedures to be followed for major departments of the Authority.

Plans, organizes and executes complex programs of Authority-wide significance, under the direction of the Executive Director.

NEW YORK CITY HOUSING AUTHORITY (996)

ASSISTANT EXECUTIVE DIRECTOR (HOUSING AUTHORITY) (continued)

Examples of Typical Tasks (continued)

Participates in allocation of resources to rehabilitate existing housing or to create additional housing, and leads in the search for funding sources.

Acts as liaison with various Federal, State and City agencies such as the U.S. Department of Housing and Urban Development, the State Division of Housing and the Office of the Mayor.

Participates in labor relations meetings, wage negotiations, and other meetings and conferences regarding labor/management problems, employee welfare and grievances.

Prepares special reports.

Qualification Requirements

1. A baccalaureate degree from an accredited college and three years of full-time paid experience in an administrative, executive or consultative capacity in a large public housing agency; or
2. Education and/or experience which is equivalent to "1" above.

Lines of Promotion

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