



NEW YORK CITY HOUSING AUTHORITY

13399 Executive Program Specialist (HA)

(Two positions)

Proposed Class:
Exempt Class

Duties Statement:

Serving as a confidential advisor to the Chair or General Manager, the **Executive Program Specialist (HA)** works in close collaboration with the senior Executive team in development and implementation of key initiatives and policy formulation. Acts as Liaison to elected officials and external stakeholders.

Review NYCHA's accounts and reporting functions; provide departments with necessary guidance and ensure compliance with relevant regulations and/or guidelines; provide strategic guidance; formulate responses to written inquiries and develop negotiation strategies.

Analyze, and refine work flows, portfolio of projects, and reporting relationships to obtain optimum effectiveness and meet NYCHA business objectives, deliverables, and budgetary requirements; meet regularly with stakeholders to understand and satisfy business needs.

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

Specific Initiatives or Program:

NYCHA 2.0 imperatives:

1. Preserve the public and affordable housing asset.
2. Develop new mixed-use, mixed income housing and resources.
3. Ensure financial stability.
4. Expedite maintenance and repairs.
5. Strengthen the frontline.
6. Improve safety and security.
7. Optimize apartment usage and ensure rental equity.
8. Connect residents and communities to critical services.
9. Excel in customer service.
10. Create a high-performing NYCHA.

Organizational Reporting Structure:

- 1 position reports to the Executive Director (Exempt Class), serving primarily as Deputy Chief of Staff to this principal.
- 1 position reports to the Chair (Unclassified Service), serving primarily as the Deputy Chief of Staff to this principal.