

EXECUTIVE DIRECTOR, NEW YORK CITY LOFT BOARD (BUILDINGS)

General Statement of Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under general direction, with great latitude for the exercise of independent initiative and judgment, acts as principal assistant to the Chairperson of the Loft Board, developing and implementing the Board's policies and overseeing the day-to-day administration and operation of the Loft Board.

Examples of Typical Tasks

Oversees overall policy development, directs the preparation of policy papers, and drafts rules and regulations for the Loft Board.

Directs the legal activities of the office, involving the preparation of legal opinions for the Board, defense of Article 78 proceedings, and the determination of the priority of affirmative actions.

Supervises enforcement personnel and sets priorities for zoning enforcement (to prevent future illegal loft conversions) and housing maintenance enforcement, in accordance with the provisions of Article 7-C and the Loft Board's rules and regulations.

Establishes policy regarding the review and processing of cases, and evaluates the decisions of hearing officers.

Administers all fiscal, budgetary and personnel matters of the Loft Board.

Oversees the maintenance of a computerized database which monitors loft housing in New York City.

Acts as liaison with other City agencies and community groups regarding matters of policy; responds to public and press inquiries involving loft conversions and Loft Board rules and regulations.

EXECUTIVE DIRECTOR, NEW YORK CITY LOFT BOARD (BUILDINGS) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience in program management or planning, allocation of resources, and the scheduling and assignment of work in the areas of law enforcement, general litigation, regulatory policy or loft conversion, at least eighteen months of which must have been in an administrative, executive, managerial or supervisory capacity requiring independent decision making; or
2. A combination of education and/or experience which is equivalent to “1” above. However, all candidates must have a baccalaureate degree and 18 months of administrative, executive, managerial or supervisory experience as described in “1” above.

Direct Lines of Promotion

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