

**DIRECTOR OF AUDIT AND PROGRAM ANALYSIS (HOUSING AUTHORITY)**

**General Statement of Duties and Responsibilities**

This is a management class of positions. Incumbent also performs related work.

Under administrative direction, with broad scope for the use of independent initiative, judgment and decision-making, is responsible for conducting the Authority's internal audit program, including management audits, analyses of program operations, and all related studies.

**Examples of Typical Tasks**

Performs a liaison function for the Authority with the Area Office of the Federal Department of Housing and Urban Development Administration (HUD).

Reviews and analyses audits and related correspondence from HUD, directs and prepares Authority response to such audits; monitors Authority responses and follow-up performed by Departments and Offices.

Takes part in policy-making in all matters related to internal audit and program development.

Represents the Authority's policies and programs to outside agencies.

Directs and supervises the staff and operations of the Authority's Office of Audit and Program Analysis.

**DIRECTOR OF AUDIT AND PROGRAM ANALYSIS (HOUSING  
AUTHORITY** (continued)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of satisfactory, responsible, full-time experience in a government agency or business firm conducting administrative or management studies, assisting an executive in directing the administration of a large organizational segment or directing or coordinating the administration of several small organizational segments or performing any appropriate combination of these duties, at least 18 months of which must have been in a responsible administrative, consultative, managerial or executive capacity; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess the 18 months of administrative, consultative, managerial or executive experience as described above.

**Direct Lines of Promotion**

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