

**SPECIAL ASSISTANT TO THE DEPUTY EXECUTIVE DIRECTOR**  
**(HOUSING AUTHORITY)**

**General Statement of Duties and Responsibilities**

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

Under executive direction, with broad scope for independent initiative, judgment and decision making, serves as the executive assistant to the Deputy Executive Director of the New York City Housing Authority.

Assists in directing the day-to-day administration and operation of several Departments and Offices which comprise the Authority.

Participates in policy-making decisions concerning Authority operations; assists in the formulation interpretation and communication of policy; makes recommendations for the development, revision and implementation of programs; develops operating procedures in conformity with Authority policy and guidelines.

Confers with other executives to review and discuss sensitive and/or complex problems, alerting the Deputy Executive Director to possible trouble areas; develops and implements approaches to problem-solving, where feasible, and monitors progress.

Represents the Authority in meetings with Federal, State, and City agencies, planning boards, as well as tenant organizations, community groups, representatives of legislature committees, and others.

**SPECIAL ASSISTANT TO THE DEPUTY EXECUTIVE DIRECTOR**  
**(HOUSING AUTHORITY)** (continued)

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four (4) years of satisfactory, responsible, full-time experience in a large government agency or business firm with programs in the field of housing, real estate/management, housing construction, engineering or a related field of which at least eighteen (18) months 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 eighteen (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.