

## ASSISTANT DIRECTOR - HOUSING AUTHORITY

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Housing Project Manager or the Executive Director of a housing authority, the incumbent of this position is responsible for assisting in the planning, management, administration and operations of a public housing authority. At the discretion of the Housing Project Manager or the Executive Director, the incumbent may be involved in all aspects of the housing authority operations or may be primarily responsible for specific housing authority functions (i.e., programming, budgeting, building operations and maintenance, etc.) The Assistant Director - Housing Authority may act for and on behalf of the Housing Project Manager or Executive Director in his/her absence. Supervision is exercised over subordinate employees of the housing authority. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the management and implementation of all aspects of the housing authority or for specific functions of the housing authority as assigned by the Housing Project Manager, the Executive Director, and/or the Housing Authority Board;

Assists in the management and operation of all existing housing authority projects, and in the planning and development of future projects;

Assists in planning and implementing housing operating procedures;

Assists in the preparation and maintenance of the operating budgets;

Assists in policy formulation, analysis and program evaluation;

Assists in the monitoring and evaluation of compliance with housing authority policies and procedures and HUD/Agency occupancy standards;

Assists with or maintains accurate fiscal records of tenant receipts, bank deposits/reconciliations, and housing authority expenditures;

Assists with or prepares reports for the housing authority board, HUD or other governmental agencies;

Assists with processing all applications, contracts and related U.S. Department of Housing and Urban Development (HUD) documents required for the development of new public housing projects;

Keeps informed on regulations, legislation and innovations in the field of public housing;

Assumes the duties and responsibilities of the Housing Project Manager or Executive Director in his/her absence;

May attend conferences and meetings with the Housing Authority Board and with local, state and federal agencies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the New York State Public Housing Law; good knowledge of U.S. Department of Housing and Urban Development (HUD) Code of Federal Regulations (CFR) governing the planning, financing, construction, maintenance and operation of public housing facilities; good knowledge of the principles and practices of public administration as they relate to certified Public Housing management; good knowledge of the operation and maintenance of large scale apartment dwellings and grounds; working knowledge of the principles of real estate management; working knowledge of finance and accounts as related to real estate management; ability to plan and supervise the work of others; ability to deal effectively with the public; ability to interpret the program of the Housing Authority to the public; ability to plan, communicate, articulate and explain the Housing Authority's financial budget and performance; ability to communicate effectively both verbally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential functions of the position; ingenuity in the solution of complex human relations problems; honesty; integrity; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree\* and two (2) years of experience in public housing, large scale multi-residence property or facilities management or administration, or a closely related housing field; or (b) a Bachelor's Degree\* in Public Administration, Business Administration, Human Services, Planning, Finance, Accounting, Property Management, Public Housing Management or related field and one (1) year experience as described above in (a) or (c) an Associate's Degree\* in Public Administration, Business Administration, Human Services, Planning, Finance, Accounting, Property Management, Public Housing Management or related field and three (3) years of experience as described above in (a).

SUBSTITUTION: Current certification as a Public Housing Manager issued by the National Association of Housing and Redevelopment Officials (NAHRO) or its equivalent from another nationally recognized organization may be substituted for one (1) year of the above experience.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.