

EXECUTIVE DIRECTOR/RECORDING OFFICER  
(Peekskill Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for planning, directing and coordinating all functions of Peekskill Housing Authority public housing programs with other units of local government, state and federal agencies. Functions as Secretary to the Housing Authority Board and attends all meetings. Work is performed in accordance with broad policies, resolutions, orders and objectives outlined by the Housing Authority in the execution of a public housing program. This is an important administrative and executive position with considerable leeway for use of independent judgment. Supervision is exercised over all Housing Authority employees. Does related duties as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the management and operation of all existing Housing Authority projects;

Supervises the planning and development of all future Housing Authority projects;

Coordinates the planning activities of the Housing Authority with local, state and federal agencies;

Coordinates and performs specialized clerical and administrative tasks related to personnel management and Civil Service administration in accordance with established rules and procedures;

Negotiates labor union agreements with union on behalf of the Peekskill Housing Authority Board;

Processes all applications, contracts, and related documents required in the management of U.S. Department of Housing and Urban Development (HUD) Capital Improvement Grants for the maintenance and renovation of housing authority sites, buildings, and interior units;

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

Attends conferences and meetings with local, state and federal agencies;

Advises the Housing Authority Board on financing and/or refinancing of bond issues;

Prepares operating budgets;

Develops, implements and coordinates operating procedures;

Advises the Housing Authority Board on information releases to be made to outside agencies by the Board;

EXAMPLES OF WORK (continued):

Works with the tenant affairs committee in order to resolve housing problems;

Functions as Secretary to Housing Authority Board;

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

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the New York State Public Housing Law; thorough 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; thorough 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; good 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, 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.

DESIRABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree in public administration, business administration, planning, finance, accounting, property management, public housing management or related field and two (2) years of experience where the primary function was management of public housing programs in a supervisory capacity, and 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.