

EXECUTIVE DIRECTOR/SECRETARY
(Housing Authority)

GENERAL STATEMENT OF DUTIES: Plans, directs and coordinates the program of the Housing Authority; serves as functioning Board Secretary; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, is responsible for the execution of a public housing program. Work is performed in accordance with broad policies and objectives outlined by the Housing Authority with considerable leeway for use of independent judgment. Position is responsible for coordinating the work of the Housing Authority with other units of local government, state and federal agencies. Functions as Secretary to the Housing Authority Board and attends all meetings. Supervision is exercised over all Housing Authority employees.

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;

Processes all applications, contracts and related documents required for 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;

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

Functions as Secretary to Housing Authority Board.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the New York State Public Housing Law; thorough knowledge of the laws, rules and regulations governing the planning, financing, construction and operation of public housing facilities; thorough knowledge of the principles and practices of public administration as they relate to public housing; good knowledge of the principles of real estate management; ability to plan and direct the work of others; ability to interpret the program of the Housing Authority to the public; ability to communicate effectively both verbally and in writing; integrity; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's degree in business or public administration, finance, accounting or related housing field and two years of experience in public housing, property administration or related field; or (b) six years of progressively responsible experience as noted in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Housing Authorities

J. C.: Exempt (Tuckahoe H.A., Greenburgh H.A., Mt. Kisco H.A., Job Class Code: 0246
North Tarrytown H.A., Tarrytown H.A., Port Chester H.A.)

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