

Jurisdictional Class: Competitive
Adopted: July 24, 1991
Revised: April 23, 2010

ASSISTANT TO EXECUTIVE DIRECTOR (HOUSING AUTHORITY)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of duties to promote the efficient operation of the Housing Authority. An incumbent is primarily responsible for overseeing the admission to tenancy, verification of income for continued occupancy and the determination of rents. In addition, the incumbent supervises the office staff and acts for the Executive Director in all matters during his/her absence. The work is performed under general supervision in accordance with established policies and procedures with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Personally performs or oversees the interviewing of tenants, processing of applications, and maintaining of tenant control records;
Recommends approval or rejection of tenant applications;
Approves re-determinations of eligibility prepared by subordinate employees;
Conducts, investigates, and discusses financial difficulties with tenants and attempts to resolve rent payment problems;
Assumes the duties and responsibilities of the Executive Director in his/her absence;
Recommends new or revised policy statements to the Executive Director for consideration by the Housing Authority Board;
Attends meetings of the Housing Authority Board and presents agenda in the absence of the Executive Director;
Inspects certain housing units on an annual basis and others on a complaint basis;
Discusses and attempts to resolve problems of tenants and tenant groups;
Obtains necessary information and files accident reports;
Responds to routine correspondence independently and prepares drafts of other correspondence for review by the Executive Director;
Maintains a variety of reports, files, and records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of investigation procedures, tenant selection, and the applicable provisions of the Public Housing Law;
Good knowledge of the principles and practices involved in the operation and maintenance of a large scale apartment complex;
Good knowledge of the New York State Public Housing Law and applicable federal regulations;
Working knowledge of the theory of, and problems relating to, public housing;
Ability to communicate effectively both orally and in writing;
Ability to maintain accurate records and prepare reports;
Ability to plan and supervise the work of others;
Skill in interviewing;
Sound judgment.

Assistant to Executive Director (Housing Authority)

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of administrative, office supervisory or program management experience with a public agency or private business; or
- (b) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Your degree 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.