

ASSISTANT DIRECTOR - HOUSING AUTHORITY

GENERAL STATEMENT OF DUTIES: Assists in the planning, management, administration and operations of a public housing authority; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Executive Director of the housing authority, the incumbent of this position is responsible for assisting in the planning, management, administration and operations of the housing authority. At the discretion of 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 Executive Director in his/her absence. Supervision is exercised over subordinate employees of the housing authority.

EXAMPLES OF WORK: (Illustrative Only)

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

Assists in planning and implementing housing procedures;

Assists in the preparation of the budget and maintenance of budget control;

Assists in policy formulations, 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;

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

Assumes the duties and responsibilities of the Executive Director in his/her absence;

May attend meetings of the Housing Authority Board;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the New York State Public Housing Law; good knowledge of the laws, rules and regulations governing the planning, financing, construction and operation of public housing facilities; good knowledge of the principles and practices of public administration as they relate to public housing; 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 orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; integrity; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Bachelor's degree in business administration, public administration, finance, accounting, Property Management, Public Housing Management or related housing field and one year of experience in public housing, large scale property or facilities management, property administration or closely related housing field; or (b) graduation from a recognized college or university with an Associate's degree as in (a) above and three years of experience as in (a) above, or (c) five years of experience as in (a) above; or (d) as satisfactory equivalent combination of the foregoing training and experience.

NOTE: A Public Housing Manager (PHM), Section 8 Housing Manager (SHM), or Senior Professional Housing Manager (SPHM) certificate issued by the National Association of Housing and Redevelopment Officials, or its equivalent, may be substituted for one year of experience.