

ASSISTANT DIRECTOR OF HOUSING AUTHORITY

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for assisting the Executive Director of the Housing Authority in a variety of planning and management functions in the areas of operations and maintenance, programming and budgeting. Work is performed under general direction of the Executive Director. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Establishes procedures for automating and maintaining all housing authority financial, personnel, tenant and property records; functions as the primary operator of the computer system;
2. Establishes procedures for handling fiscal and confidential records;
3. Assists in planning and implementing housing procedures;
4. Assists in the preparation of the budget and maintenance of budget control;
5. Assists in policy formulation analysis and program evaluation;
6. Assumes the duties and responsibilities of the Executive Director in his/her absence;
7. Keeps informed on regulations, legislation and innovations in the field of public housing;
8. Completes special projects as assigned;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern business administration procedures and equipment; good knowledge of public personnel practices and of budgetary procedures; working knowledge of the theory, problems and goals of public housing; ability to understand and interpret complex written instructions, particularly state and federal manuals and other guidelines, as well as the New York State Public Housing Law; ability to readily acquire familiarity with the laws, policies, and regulations practices and functions of public housing and HUD; ability to plan and supervise the work of others; ability to assume responsibility for all aspects of planning, organizing directing, evaluating improving and coordinating a comprehensive public housing management program; ingenuity and resourcefulness in handling administrative problems; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

ASSISTANT DIRECTOR OF HOUSING AUTHORITY (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Housing Management, Business Administration, Public Administration or a closely related field AND one (1) year of responsible work experience in large scale property or facilities management, personnel administration, accounting or finance administration;

- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Public Housing Management, Business Administration, Public Administration or a closely related field AND three (3) years of responsible work experience in large scale property or facilities management, personnel administration, accounting or finance administration;

- OR: (C) Seven (7) years of progressively responsible work experience in large scale property or facilities management, personnel administration or finance administration;

- OR: (D) An equivalent combination of training and experience as described in (A), (B), or (C) above.

HU4201

ADOPTED: 09/09/88

REVISED: 11/07/91 11/15/96 11/15/01