

ASSISTANT EXECUTIVE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of a variety of administrative and management functions pertinent to federal housing programs and in compliance with rules and regulations as set forth by the U.S. Department of Housing and Urban Development. The position is designed to free the attention of the Executive Director for other technical matters, planning, and policy making. Direct supervision is exercised over the activities of staff members. An Assistant Executive Director does related work as required.

TYPICAL WORK ACTIVITIES:

- Assist the Executive Director in their administrative duties;
- Conduct and review staff needs assessments for the organization;
- Assist in reviewing and developing policies and procedures for clerical personnel;
- Compile, analyze, and prepare research studies, reports, and position papers on a variety of subject matters;
- Analyze programs, policies, procedures, and related activities to evaluate the effectiveness of services, and recommend improvements in the efficiency of operations;
- Assist the Executive Director in executing policies, orders, and resolutions for the Authority relating to the development, management, and operations of the programs;
- Represent the Executive Director, as assigned, in their absence;
- Assist the Executive Director in maintaining relations with local, state, and federal governments, social agencies, and the private sector for the purpose of improving services and resolving tenant issues;
- Participate in periodic dwelling inspections;
- Respond to routine correspondence independently and prepare drafts of other correspondence for review by the Executive Director;
- Investigate tenant problems, answer tenant questions, and resolve tenant grievances;
- Conduct background investigations, home visits for applicants, and assist the Occupancy Specialist regarding the placement of tenants;
- Serve legal notices on tenants and attend court to secure judgments;
- Collect delinquent accounts before and after legal judgment is rendered;
- Orient new tenants as to policy and procedure;
- Check projects on a daily basis for appearance and possible lease violations, including the inspection of front yards, patios, and parking lots for inoperative or non-registered vehicles, and arrange for vehicle removal if necessary;
- Deliver important correspondence to tenants;
- Attend tenant association meetings;
- Publish newsletters to both the family and elderly tenants as necessary;
- Publish information, and arrange and monitor elections for Resident Commissioners for the Housing Authority Board of Commissioners;

- Maintain good public relations, and assign work to subordinates;
- Work closely with the Executive Director to develop daily, weekly, monthly, and longer-term schedules for the Authority

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the procedures and practices utilized in the management of a public housing project; familiarity with business administrative/accounting procedures; ability to operate standard office equipment; ability to use Microsoft products to include Word, Excel and Outlook; ability to communicate and write grammatically correct letters; good knowledge of the provisions of Federal and New York State laws which apply to public housing; ability to conduct independent investigations of fact; ability to organize, conduct and coordinate recreational and social activities; ability to get along well with others; good social attitude; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Possession of a bachelor's degree in business administration, psychology, sociology, public administration or similarly related field and (2) two years of full-time paid experience involving interviewing, public contact, public relations or similarly related work;

OR

- b) Possession of an associate degree in business administration, psychology, sociology, public administration or similarly related field and (4) four years of full-time paid experience as described 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 New York State Civil Service website. You must pay the required evaluation fee.

Adopted: 06/12/2026