

ASSISTANT EXECUTIVE DIRECTOR (HOUSING AUTHORITY)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Executive Director in the overall management of a housing authority. Critical responsibilities include policy making and planning, management and direction of housing authority operations, personnel administration, and labor relations. Wide leeway is allowed for carrying out the administrative details of the work. General supervision is exercised over lower level staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in the overall direction of a Housing Authority to insure efficiency, planning, organizing, and coordinating operations;
- Assists in the administration of staff to resolve problems and to accomplish objectives;
- Assists in operations, plans, and management of a Housing Authority;
- Maintains close working relationships with tenant organizations to resolve problems and develop plans and methods to maintain good living conditions;
- Assists in personnel administration as related to hiring and firing for positions subordinate;
- Assists in labor relations regarding labor agreements, including grievances;
- Assists with fiscal planning, budget policy, and fund raising.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principals and practices of administration of a Housing Authority; Thorough knowledge of administrative supervision; Thorough knowledge of personnel administration and employee relations; Good knowledge of controlling legislation and regulations regarding Housing Authorities; Working knowledge of budgeting; ability to plan, organize and evaluate work; ability to relate well to staff and tenants; ability to evaluate and analyze written and oral information; tact; courtesy; good judgement.

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 two year college with an Associate Degree in business administration, public administration, accounting, or a closely related field;

OR (B) Two years of administrative/business experience, one of which must have been in a supervisory capacity.

Competitive Class

Adopted 8/24/2026 PO