

DEPUTY DIRECTOR OF TENANT AND COMMUNITY AFFAIRS (HA)

Duties and Responsibilities

This is a management class of positions. Incumbent also performs related work.

Under administrative direction of the Director of Tenant and Community Affairs, with broad scope for the use of independent initiative, judgment and decision, assists in the administration of the Office of Community Affairs, which is the Authority's liaison office for tenant concerns and which administers the State-funded tenant security and education programs of the Authority.

Ensures the implementation of Authority policy in the programs and activities of the Office.

Attends meetings, together with or in place of the Director of Tenant and Community Affairs, with tenant groups, community board representatives, project management personnel, and other community members to ameliorate conflict and to interpret Authority policies and procedures.

Monitors and reviews budgets and expenditures for funded programs; prepares reports on the development and progress of such programs.

Establishes and monitors the observance guidelines to ensure ethnic and economic integration at Authority developments in compliance with HUD mandates.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory, responsible, full-time experience in a government agency or business firm assisting an executive in directing the administration of a large organizational segment, or directing or coordinating the administration of several small organizational segments or performing any appropriate combination of these duties, at least 18 months of which must have been in an administrative, managerial or executive capacity or supervising professionals involved in tenant and community affairs or a related field; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have at least 18 months of experience in a supervisory, administrative, managerial or executive capacity as described in "1" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.