

ASSISTANT DIRECTOR – HOUSING AUTHORITY (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Executive Director in the overall management of the Batavia Housing Authority. Critical responsibilities include assisting with operation of the Public Housing program, Modernization, Maintenance, and other HUD programs and grants. The Executive Director exercises administrative direction over the work of an employee in this class and allows wide leeway for the exercise of independent judgment in carrying out administrative details of the work. An employee in this class exercises general or administrative supervision, as the case may be, over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Executive Director in executing policies, procedures and resolutions for program operations;
Assists with personnel management functions including Civil Service issues, job specifications, training, and supervision of office staff;
Oversees the preparation and maintenance of rent calculations, resident recertification's and account records and conducts regular quality control reviews;
Serve as a liaison between the Housing Authority, residents, community organizations, and government Agencies;
Provide leadership for the planning and execution of community outreach programs and resident engagement initiatives;
Assists with the procurement of contracts, supplies, materials and equipment;
Assists in the preparation of program budgets;
Prepares and submits required HUD reports and reviews HUD data to maintain compliance with program regulations;
Represents the Executive Director as assigned in his/her absence;
Assists the Executive Director in various other duties when directed;
Conducts Informal Meetings for Public Housing residents and Informal Reviews for program applicants;
Manages the collection of rents and the eviction process including court proceedings;
Collaborates with Supervisor of Buildings and Grounds to complete annual and HUD inspections of all properties, prepare inspection reports, and coordinate required apartment repairs with maintenance staff;
Acting as 504 Compliance Officer, receives requests for reasonable accommodations, recommending need for, and documenting compliance with reasonable accommodations pursuant to Americans with Disability Act;
Manages technology process, maintenance, repair and replacement;
Manages the gathering of information and preparation of marketing materials.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Thorough knowledge of management principles and practices as they apply to the Housing Authority; Ability to deal tactfully and professionally with a variety of people; Thorough knowledge of the policies, laws, and regulations relating to HUD programs; Knowledge of principles and techniques used in research and statistical analysis; Good knowledge of principles and practices of supervision; Ability to relate well to employees and tenants in working relationships; Ability to apply methods and principles of budget management; Ability to read, understand and interpret complex regulations; Ability to prepare clear and concise written reports and correspondence; Knowledge of principles and practices of marketing; Knowledge of technology and related opportunities; Sound professional judgement; Physical condition commensurate with the demands of the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:**EITHER:**

- A. Possession of a Bachelor's Degree in Business Administration, Public Administration or related degree and two (2) years of experience in housing management or a closely related field in a supervisory capacity;

OR:

- B. Possession of an Associate's Degree in Business Administration, Public Administration or related degree and four (4) years of experience in housing management or a closely related field in a supervisory capacity;

OR:

- C. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND Six (6) years of paraprofessional or professional administrative work experience, or its part-time equivalent, four (4) years of which must have been in a capacity described in (A) or (B) above.

NOTE: Part-time, paid experience will be pro-rated as appropriate.

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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 internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive Class
Adopted: 5/21/25

