

**EXEMPT
NEW YORK CITY PUBLIC HOUSING
PRESERVATION TRUST (###)**

CODE NO. #####

**BOARD EXECUTIVE ASSISTANT
(NEW YORK CITY PUBLIC HOUSING PRESERVATION TRUST)**

Duties Statement:

Under executive direction, performs highly confidential, exceptionally difficult, and responsible administrative work directly for the members of the Board of Trustees of the Trust.

Receives, examines, processes, and prepares for the signature of the Trustees all Resolutions to be enacted by the Board of Trustees of the Trust, inclusive of those for the execution of budgets, and of contracts and all other instruments necessary or convenient for the exercise of the functions of the Trust, agreements, procurements, deeds, leases, and the issuance of bonds, notes or other commitments or obligations. Engages in research activities to compile and arrange data for the expeditious consideration and determination of policy questions; participates in and assists the members of the Board of Trustees of the Trust in the administrative detail of the office, including transcriptions of extremely important and confidential material. Handle phone calls of the Unit respond to inquiries and refer calls as necessary. Reviews incoming written materials for the Board and keeps the Board informed of pending matters and appointments. Prepare and maintain original documents for archiving on micrographics and maintains a digital database of documents and all correspondence to and from the Board. Research archived Board Resolutions, as requested. Perform all related administrative functions.

12.15.2022