

CHIEF OF STAFF TO THE VICE-PRESIDENT
(NEW YORK CITY PUBLIC HOUSING PRESERVATION TRUST)

General Statement of Duties and Responsibilities

Under the executive direction of the Vice-President, with wide latitude for the exercise of independent judgment and initiative, serves as Chief of Staff to the Vice-President. Ensures that the decisions, direction and plans of the Vice-President are initiated and implemented by acting as the personal representative of the Vice-President to both internal and external partners (including members of the executive staff and staff assigned to Office of the Vice-President).

Examples of Typical Tasks

Provides strategic advice to the Vice-President and senior staff to improve the daily operations of the agency.

Provides oversight and guidance on projects of high importance.

Acts as the primary liaison and point of contact between senior staff, employees, and external stakeholders.

Assists in the supervision of the staff and the operations of the Office of the Vice-President; attends to administrative and confidential detail.

Develops and drafts agency policies and procedures.

Manages and/or follows up on special projects as directed by the Vice-President.

Oversees the agency's Strategic Planning, including coordination with internal and external stakeholders to ensure compliance.

Advises the Vice- President on every critical development by working closely with the President's Office.

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Examples of Typical Tasks (continued)

Prepares detailed analyses of current conditions, while identifying optimum methods for effecting needed policy modifications. Monitors and coordinates implementation of executive directives by the agency's various divisions and resolves difficulties experienced by operating divisions in the implementation of agency policy. Provides guidance and problem-solving solutions where warranted and advises the Vice-President regarding intergovernmental matters and their impact on Agency operations.

Works closely with all executive partners and advises on the shifting of resources when required to ensure sustainability in agency operations.

Performs various high level specialized managerial/executive functions at the Vice-President's and executive leadership's request.

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial, executive, consultative or supervisory experience described in "1" above.

Lines of Promotion

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