

Borough Director Queens/Staten Island Community Operations

JOB DESCRIPTION:

The Borough Director is responsible for the overall administration and supervision of the Community Operations Department in the Boroughs of Queens and Staten Island.

Responsibilities will include, but are not limited to the following:

1. Supervise staff providing services at NYCHA operated Community and Senior Centers.
2. Oversee the operations of NYCHA's community facilities and work with other NYCHA Departments to ensure compliance with regulatory agencies.
3. Monitor programs-sponsoring organizations to ensure that they are of the highest quality and address identified needs.
4. Foster a positive working relationship with resident leaders; ensure that Resident Associations receive technical assistance and training; ensure that resident elections are held pursuant to established by-laws; establish and implement opportunities that further promote resident engagement activities.
5. Leverage resources and develop partnerships to strengthen the Department's mission to ensure the provision of quality services to residents.
6. Perform complex analyses related to operations for review by the ADGM.
7. Manage and monitor Borough's operating budget and develop revenue generating ideas.
8. Establish clear objectives for Department and track results.

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in “1” above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in “1” above.

Interested candidates may fax cover letter, resume, to (212) 306-5194, e-mail to HR.Recruitment@nychanyc.gov or mail to:

**New York City Housing Authority
Human Resources Recruitment Unit
90 Church Street, 5th Floor
New York, NY 10007
Attn.: Senior Recruiter
Job Code: Borough Director-Qns/SI Comm Ops**

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