

Portfolio Manager – Enterprise Program Management Office

JOB DESCRIPTION:

NYCHA's Enterprise Program Management Office ensures execution of strategic initiatives and builds program and project management capabilities within the agency. The Portfolio Manager will be responsible for providing a broad range of administrative, analytical and technical support functions. The selected candidate will provide input to long and short range planning of projects, development of business solutions, process re-engineering, project scheduling, budgeting, reporting and implementation, with special emphasis on coaching and mentoring senior staff on the planning and execution of critical business initiatives. Responsibilities will include, but are not limited to the following:

1. Provide program management support for an assigned group of projects in the NYCHA project portfolio; assist project managers in the development of project roadmaps; prepare progress reports and update steering committee/executive management; anticipate issues and ensure timely resolution.
2. Coach and mentor senior and mid-level staff on the development of projects plans, definition of deliverables and milestones, analysis of interdependencies, identification of contingencies, analysis and mitigation of risk, escalate potential issues, analysis and reporting of project status.
3. Build and maintain positive working relationships with contractors and all levels of staff; serve as resource for technical or business expertise and advise on strategic priorities and projects.
4. Consult with project managers and teams as needed.
5. Develop qualitative and quantitative analysis; identify and analyze reporting requirements related to key strategic projects; define/develop data sources and prepare related reports.
6. Diagnose problems accurately and timely; evaluate and develop alternative courses of action; recommend and/or implement creative and effective solutions; document results.
7. Ensure projects are executed in accordance with NYCHA policies and procedures, on time and within budget.
8. Plan and facilitate project meetings; ensure comprehensive minutes, agendas and schedules are prepared and distributed timely.

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, 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.

EDUCATION AND EXPERIENCE PREFERRED:

Five plus years of progressive experience in program/project management fields, business management or consulting. Professional registration and/or a Master's degree is a plus.

SKILLS DESIRED:

1. In-depth knowledge of strategic planning, project management and administration.
2. Excellent written and verbal communication skills; detail-oriented strategic thinker with initiative and vision.
3. Proficiency with financial management systems, project scheduling software, Microsoft Word, Excel, Project, and PowerPoint.
4. Ability to work independently and in a team environment, with minimal direction; organize, plan and handle multiple activities in a fast-paced environment; manage inter-department and inter-project coordination; address controversial topics with tact and diplomacy.
5. Knowledge of finance and budgeting.

Interested candidates may fax their cover letter and resume to (212) 306-5194, email to

HR.Recruitment@nycha.nyc.gov or mail to:

New York City Housing Authority

Human Resources Department

90 Church Street, 5th Floor

New York, NY 10007

Attn: Senior Recruiter

Job Code: Portfolio Manager

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