

## **SECRETARY, VILLAGE OF NYACK HOUSING AUTHORITY**

**DISTINGUISHING FEATURES OF THE CLASS:** As Secretary of a municipal corporation this is a public officer position having an indeterminate term of appointment but having a contract for a term of employment. This is primarily a position to provide for the secretarial needs of the Authority but also involves a variety of other duties and responsibilities including the general management and direction of the facilities and business affairs of the Authority and the management of housing projects. This is an independent responsibility in so far as the primary duties of Secretary are concerned, however, other assigned duties and responsibilities are under the general supervision of the Chairman of the Authority. Supervision is exercised over clerical and buildings and grounds personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Records proceedings of meetings, including voting, in an official record book;  
Gives notice of all meetings of the Authority;  
Prepares agendas and issues public notices for board meetings and provides certified copies of minutes and other records and documents;  
Oversees program development and administration as it relates to the day to day operation of the housing authority;  
Implements policies and procedures adopted by the board;  
Provides executive review and control over fiscal affairs of the Authority to ensure fiscal integrity and cost efficient operations;  
Prepares and recommends for board approval the annual operating budget, housing choice voucher budget and special grants;  
Directs and is responsible for accounting systems, purchasing programs, and budgetary and fiscal procedures used by the housing authority;  
Serves as the Executive Director of the Housing Authority as stated in municipal housing authority law;  
Acts as liaison between the Nyack Housing Authority and other governmental entities such as the Village of Nyack, County of Rockland, State of New York and federal administrations as well as other service entities and the local media;  
Recommends operating policies and procedures to the board for approval;  
Ensures that the Nyack Housing Authority is in full compliance with all statutory and regulatory requirements, including those of the Department of Housing and Urban Development and the New York State Division of Housing and Community Renewal;  
Advises housing authority board on all matters relating to the Authority's function;  
Develops and recommends to the board short and long range plans for meeting the assisted housing needs of the community.

(over)

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of laws, rules and regulations governing New York State and HUD housing; good knowledge of the principles and practices of real estate management; good knowledge of the principles of bookkeeping theory and methods; good knowledge of office terminology and practices; good knowledge of terms and practices of building maintenance; ability to lay out and supervise the work of others; ability to understand difficult written instructions and materials including laws and regulations; ability to maintain records and make reports.

**MINIMUM QUALIFICATIONS:** Qualifications determined by the appointing authority, the Village of Nyack Housing Authority.