

# HIRING OPPORTUNITY: WATERTOWN HOUSING AUTHORITY

DEPARTMENT: Watertown Housing Authority

POSITION TITLE: Assistant Executive Director

SALARY RANGE: \$65,406 - \$83,213

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for assisting the Executive Director in the overall management of the Watertown Housing Authority. Among other things, critical responsibilities include policy making and planning, management and direction of Authority operations, and personnel administration and labor relations. The Executive Director exercises administrative direction over the work of the incumbent with the understanding that the incumbent will be expected to exercise considerable independent judgment and autonomy in carrying out the administrative details of the work. An employee in this class may exercise general or administrative oversight, depending on the situation, over department managers and supervisors. The incumbent does related work as required.

## MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree and one (1) year of professional experience, or its part-time equivalent, in public administration, public sector administration, policy, business administration, or human services; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years of professional experience, or its part-time equivalent, in public administration, public sector administration, policy, business administration, or human services, one (1) year of which shall have been in a supervisory capacity; OR
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Licensing requirements: Valid NYS driver's license.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 12/31/2024

Email [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) for a complete job description.