

## Project Manager

As the nation's largest provider of affordable housing, the New York City Housing Authority (NYCHA) serves more than a million New Yorkers. Facing a crossroads caused by structural budget deficits and aging infrastructure, the agency is embarking upon a strategic transformation to change how NYCHA looks, how it operates and how it is funded. The Enterprise Program Management Office (EPMO) will play a critical role in this process.

Reporting to the EPMO Director, the Project Manager will be responsible for oversight and reporting on a portfolio of strategic business projects that will enable NYCHA to achieve the objectives outlined in its 10-year Strategic Business Plan.

Key responsibilities of this position include, but are not limited to:

- Provide project management, program management, strategic consultation and ad-hoc analysis for projects that constitute NYCHA's multiyear transformation effort.
- Advise and provide consultation on the development of project charters and work plans, identification of key deliverables, milestones and interdependencies; risk analysis and mitigation, contingency planning and status reporting.
- Ensure projects achieve quality results on time, within budget and in accordance with NYCHA policies and procedures.
- Identify and analyze reporting requirements related to key strategic projects; develop and refine mechanisms for tracking progress.
- Assess and identify problems accurately and in a timely manner, evaluate and recommend solutions with realistic objectives and time frames.

## Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and five years of full-time paid experience acquired within the last fifteen years, of supervisory or administrative experience including handling of business promotion or urban economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning; or
2. A satisfactory equivalent combination of education and experience. However all candidates must have 2 years of managerial or executive experience as described in "1" above.

Appropriate graduate study in an accredited college or university may be substituted for the general experience on a year-for-year basis. All candidates must have a four-year high school diploma or its equivalent approved by a State's Department of Education or a recognized accrediting organization.

## Preferred Skills

- Minimum of 7 years of progressive experience in program/project management, general business management or consulting.
- Excellent written and verbal communication skills; advanced skills in critical writing data analysis and preparation of high-quality executive level reports.

- Proficiency with financial management and project scheduling software.
- Practical experience in applying strategy, business process analysis and project management in an organizational context.

### **Key Competencies**

- Project management - Proven ability to lead and monitor a complex project comprised of multiple tasks, across multiple departments, while remaining on schedule and within budget.
- Collaborating - Capacity to develop and manage a strong network of internal and external relationships; ability to coordinate and lead efforts across departments.
- Strategizing - Ability to frame, diagnose, and develop cohesive plans for addressing complex problems and business issues.
- Goal setting and accomplishment - Demonstrated ability to meet and exceed goals with the optimal use of resources.
- Attention to detail - Thorough accomplishment of tasks with vigilance towards all components.
- Problem solving - Tackle challenges head-on, deftly deal with obstacles and demonstrate composure and positive attitude within a high pressure work environment.
- Communicating - Ability to communicate clearly, both verbally and in writing; skilled presenter.

Interested candidates may submit cover letter and resume to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for **JOB ID# 249225**.

We thank all applicants for their interest in the New York City Housing Authority (NYCHA) but only those selected for an interview will be contacted.

***The New York City Housing Authority is an equal opportunity employer***