



Executive Administrative Assistant

Department: Administration

Reports To: Executive Director FLSA: NE

Summary

Provides day-to-day assistance to the Executive Director by answering calls and inquiries, composing letters and reports, coordinating meetings, and receiving and transmitting information. Coordinate travel, hearings, and meetings. Establish and maintain forms and letters.

Essential Job Functions

A. Assist the Executive Director and Board with administrative functions

1. Transmit orders and instructions for the Executive Director
2. Assist department heads and other employees as needed with correspondence, etc.
3. Answer correspondence of moderate difficulty relating to overall operations
4. Receive calls and inquiries from residents, staff, and individuals outside the authority and respond to or refer calls to appropriate staff
5. Compose or transcribe and type letters, reports, and meeting minutes
6. Compile and distribute board agendas (books) and other information in accordance with established procedures or as directed
7. Prepare Board resolutions
8. Take Board meeting minutes and maintain record of minutes
9. Conduct research, administrative studies, compile data and prepare reports at the direction of the executive director
10. Authorize and prepare correspondence for CEO, Board, and staff
11. Notarize documents as needed

B. Coordinate travel, hearings, and meetings for the organization and keep schedule of events for the Executive Director

1. Coordinate meetings and luncheons, contact those involved, set time, reserve meeting area, select menu, and order food or refreshments
2. Coordinate travel arrangements for the executive director, board members, and other assigned staff members, which may include making flight reservations, hotel accommodations, submitting travel advances, preparing agendas and schedules
3. Receive invitations for the Executive Director, send appropriate responses, maintain schedule of events by designating type, time, and place
4. Coordinate and schedule appeal hearings for the executive director and transcribe proceedings, as needed
5. Orient new board members to the authority processes by explaining and providing

documents, as needed or requested

C. Establish and maintain forms, files, and records

1. Maintain authority scrapbook of articles/publicity pertaining to the authority, board members, employees, residents, etc.
2. Send cards to board members, residents, employees, as requested by the Executive Director and Board
3. Maintain master set of authority forms, including reports, contracts, etc.
4. Serve as custodian of authority records and provide certification of authenticity as needed
5. Maintain and update the Authority website including press releases, notices to tenants/public, website calendar, emergency notifications, etc.
6. Prepare and present all pre-employment and post-employment documents
7. Obtain driving records and drug tests on all new employees and follow up if necessary
8. Prepare and maintain personnel files for all employees
9. Prepare and submit employee termination paperwork
10. Submit all insurance and retirement documents and maintain calendar of eligibility
11. Analyze and disseminate of annual insurance rate increase by category
12. Revise and maintain all policies, including but not limited to personnel policies and handbook, ACOP, Board by-laws, Procurement, Smoke-free housing, pet policies, and maintenance policies.
13. Complete and prepare required IRS year-end reports on all FAHA-insured employees
14. Draft all contracts
15. Maintain all contract files
16. Monitor all contracts and compose and submit letter to CEO for signature of all renewal letters, ensuring that there are no lapses in contract dates
17. Ensure compliance with Section 3 requirements as it relates to all contracts
18. Track Section 3 and provide annual report to HUD
19. Draft and place all ads, notices, RFPs/RFBs, etc.
20. Participate in bid opening, send letters to accept or decline, prepare, and send notice to proceed
21. Sort and distribute all incoming mail

Knowledge, Skills, and Abilities

1. Knowledge of modern office practices, procedures, systems, and equipment including computers and software
2. Knowledge of organizational policies and procedures including personnel policies
3. Knowledge of business English, spelling, arithmetic, and departmental terminology
4. Knowledge of research and report preparation techniques and procedures
5. Ability to provide information in a courteous diplomatic manner
6. Ability to use a computer to store, retrieve and compile data, prepare reports and correspondence
7. Ability to operate standard office equipment such as computer, calculator, copy machine, fax machine, telephone system, etc.
8. Ability to maintain a variety of files and records, and to prepare reports and answer

- questions from the records
9. Ability to establish and maintain effective working relationships with officials, other employees, residents, and the public
 10. Ability to communicate effectively, both orally and in writing
 11. Ability to set priorities, plan and implement activities to maximize efficiency
 12. Skill in planning and organizing meetings and making travel arrangements
 13. Skill in dealing with people in a diplomatic manner

Qualifications

Associate degree in business administration, secretarial science, or related field plus three years of progressively responsible experience assisting a high-level official, or an equivalent combination of education and experience. Public sector or public housing preferred.

Must have or be able to obtain Notary Public within six months of hire.

Other

Valid Driving License

Ability to be insured under the Authority's vehicle policy

Ability to be covered under the Authority's fidelity bond

Must be able to pass a drug test and criminal background screening

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.
