

# Peoria Housing Authority

*Moving Families Forward*

## JOB POSTING

<b>DATE:</b>	<b>May 5, 2022</b>
<b>JOB TITLE:</b>	<b>Executive Administrative Assistant</b>
<b>CURRENT WORK HOURS:</b>	<b>Monday – Friday, 8:00AM – 5:00PM</b>
<b>SALARY:</b>	<b>Negotiable</b>
<b>FLSA Status:</b>	<b>Exempt</b>

### **JOB SUMMARY:**

This is a responsible Executive Staff position in which the incumbent is required to possess the competence to provide secretarial, administrative, and management capabilities to the Chief Executive Officer and the Board of Commissioners. Work performed is of a confidential nature and requires the capability to: assume authority, act responsibly, work independently with minimal supervision, make decisions relative to the position, manage multiple assignments simultaneously, and perform secretarial functions with a high level of proficiency.

### **MAJOR JOB RESPONSIBILITIES**

Oversees the general operations of the Executive/Administrative Offices. Acts as a resource person for all official functions of the Executive Office. Handles daily business activities, routing operational matters to the respective departments when appropriate. Collects and assembles data for reports, meetings, conferences and hearings. Composes replies to routine correspondence, types correspondence and documents, and provides secretarial support to the Chief Executive officer and the Board of Commissioners. Receives and directs all phone and business contacts for the Executive Director. Maintains appointment/meeting calendar pertaining to the Executive Director. Maintains Executive Office file system. Manages special projects as requested by the Chief Executive Officer. Handles all FOIA requests.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **EDUCATION AND EXPERIENCE**

High school graduate and minimum 6 years experience as secretarial/administrative support at the Executive level. Or, Associate Degree in Business Administration or two years of college in Business related course work; plus, 3 years experience as secretarial/administrative support at the Executive level

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

Proficient in office management and practices. Ability to maintain effective work-relations with other employees, all department heads, Housing Authority residents, and federal, state and local government representatives. Ability to work without supervision. Ability to compose correspondence and reports. Ability to effectively communicate both verbally and in writing. Ability to operate a wide variety of office machines. Ability to take and transcribe dictation accurately. Type 55wpm.

### **HOW TO APPLY: APPLICATION DEADLINE: Wednesday, May 11, 2022 by 5:00PM or until filled.**

Submit letter of interest and resume prior to deadline to:

Name: **Shanda Green, Director of Human Resources**  
Address: PHA Administration Building, 100 S. Richard Pryor PL – Peoria, IL 61605  
Email address: [sgreen@pha.peoria.il.us](mailto:sgreen@pha.peoria.il.us)