



PEORIA HOUSING AUTHORITY JOB DESCRIPTION

JOB TITLE: EXECUTIVE ADMINISTRATIVE ASSISTANT
REPORTS TO: CHIEF EXECUTIVE OFFICER
DEPARTMENT: EXECUTIVE
FLSA STATUS: EXEMPT - SALARIED

JOB SUMMARY

This is a responsible, demanding 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, type 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 Freedom of Information Act (FOIA) requests.

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

SPECIFIC DUTIES

- Follow up with the Chief Executive Officer regarding Board concerns and suggestions that require either a verbal or written report from staff. Proof and complete Board minutes not later than 10 days after the Board meeting. Circulate copies to management staff. Approved minutes should be signed by the CEO and filed.
- Forward notice of public announcement of all Board meetings and any other public meetings at least 48 hours prior to the meeting. Keep attorney advised of date changes.
- Handle any necessary refreshments, catering or room set-up for all meetings scheduled by the Executive Division.
- Attends and takes notes at all meetings as necessary.
- Distribute and file Federal registers, HUD notices and HUD circulars within 3 days of receipt and follow up on missing HUD notices.
- Sort mail for CEO and Department Directors.
- Distribute information to Directors on daily basis.
- Forward a copy of all travel requests approved by Chief Executive Officer for conflicting-date verification prior to forwarding to Finance.
- Set up binder for PHA approved Board policies.
- Set up binder for PHA in-house procedures.

- Postage checks and refills postage machine at the end of the month to ensure funds are available.
- Prepares check requests log for Executive Department.
- Order necessary office supplies.
- Gather executive personnel timesheets for CEO signature.

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.
- Must be willing to demonstrate proficiency in typing/word processing (thorough knowledge of Microsoft Office 97). Typing speed must be 55 w.p.m.

MATERIALS AND EQUIPMENT USED : Computer Calculator Typewriter General Office Equipment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work is performed in a normal office environment with some exposure to outdoor temperatures, dirt and dust. These environmental characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EMPLOYMENT EXPECTATIONS

Every employee shall know and agree to adhere to the Peoria Housing Authority's Core Values (See attached sheet). It will be the responsibility of the employee to practice these basic principles of service both inside and outside the agency. Each employee will be held responsible for conducting their behavior in accordance with these values. An employee violating any of these values will be subject to appropriate disciplinary action, up to and including termination depending upon severity of the violation.