



JOB ANNOUNCEMENT

POSITION TITLE: Administrative Assistant

DEPARTMENT: Public Housing

SALARY: \$35,000.00

DATE POSTED: 04/11/2023

CLOSING DATE: Open Until Filled

FLSA CLASS: Non-Exempt

POSTING NO:
1128

Duties and Responsibilities:

Coordinates office services, such as purchasing, payroll, records control, and other administrative activities, for organizational departments. Interprets operating policies and exercises independent judgment in the resolution of administrative problems. Responsibilities include, but are not limited to, the following:

1. Analyzes unit operating practices such as record keeping systems, forms control, office layout, and personnel requirements, creating new systems or revising established procedures.
2. Interprets and communicates operating policies.
3. Locates and compiles information and formats reports, graphs, tables, records and other sources of information.
4. Assembles and categorizes facts and figures for written computation and calculations.
5. Assists with special events planning.
6. Operates personal computer to access e-mail, electronic calendars, and other basic office support software.
7. Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.
8. Performs other duties as assigned.

Qualifications and Knowledge:

1. Graduation from an accredited high school with two years of college or business school with major course work in accounting or bookkeeping and two years of experience; or an equivalent combination of education and experience which meets the required knowledge and abilities.
2. Knowledge of general office practices and procedures, business English and basic mathematics.

Job Announcement: Administrative Assistant

3. Excellent communication and interpersonal skills. Ability to communicate with and relate to persons of diverse backgrounds and abilities and to establish and maintain effective working relationships with participants, landlords and other employees.
4. Ability to complete complex and detailed tasks in a timely manner.
5. Ability to plan and prioritize duties.
6. Ability to establish and maintain effective and courteous relationships with employees and other business contacts.
7. Ability to deal effectively with situations which require tact and diplomacy, yet firmness.
8. Bondability.
9. Valid Alabama driver's license or must acquire one within 30 days of employment.
10. Eligibility to be covered under the Authority's fleet auto insurance.

Supervision Received and Given:

The employee receives instructions from the Department Head(s). Courses of action, deadlines and priorities are established by procedure, the supervisor and/or the employee, depending on the assignment. Routine duties are initiated and completed by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Complex problems or situations, not covered by instructions, are usually referred to the supervisor for concurrence. The employee's work is reviewed occasionally for accuracy, completion, and compliance with policies and procedures.

Employee has no supervisory responsibilities.

Guidelines:

The employee refers to Authority and HUD guidelines in performing work. These guidelines cover most job-related situations, although the employee frequently is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

Complexity:

The employee performs a moderate number of routine and generally related tasks. The course of action is determined by established procedure, the supervisor and/or the employee. Tasks frequently have to be coordinated, integrated and/or prioritized. Some computer applications may be difficult to accomplish and require resourcefulness and extra effort by the employee. Decisions regarding unusual circumstances may be made by the employee.

Scope and Effect:

The employee's work affects the Authority's housing programs and its residents. Successful accomplishment of management, financial and data processing tasks, by the employee, can enhance the Authority's ability to provide housing that is decent, safe, and sanitary and adequate services for its residents.

Personal Contacts:

Most of the employee's contacts are with Authority employees, business firms, attorneys, residents and contractors. Contacts are made to verify, give, obtain, clarify and/or provide information. Contacts are also made to delegate, coordinate, advise, motivate, influence, justify, defend, negotiate and/or resolve matters or issues.

Physical Demands:

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting (25 lbs. or less) to obtain files and records, and eyestrain from working with computers and other office equipment.

Work Environment:

Work, involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately heated, cooled, lighted and ventilated.

ALL APPLICATION MATERIALS MUST BE SUBMITTED ON-LINE:

[MHA On-line Job Application](#)

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.