



PENINSULA HOUSING AUTHORITY

Position Description

TITLE: Administrative Assistant - Executive

STATUS: Non-Exempt

Summary

This position serves under the direction of the Executive Director performing a wide variety of administrative, technical, programmatic, financial, and secretarial duties with independence to support the agency's Executive Director and Board of Commissioners.

Scope of Responsibility

Performs a variety of responsible and complex secretarial, routine administrative, and advanced clerical work of a general or specialized nature in support of assigned departmental and office operations; perform a wide variety of responsible and complex administrative and programmatic duties to relieve assigned staff of technical, as well as general administrative details. Assist in developing and implementing departmental programs and procedures to accomplish departmental goals and policies; prepare financial analysis and a variety of reports as required and to perform related duties as assigned. Duties and work are characterized by greater independence in developing work methods with an increased variety of work assignments; each requiring knowledge of policies, practices, and procedures. Works with a high level of detail.

This position may be designated "essential worker." Essential worker means those positions as designated by the Housing Authority that respond and perform work functions during an emergency essential to the protection, health, safety, and welfare of citizens of Clallam and Jefferson counties and to the operation of public facilities and property. The Housing Authority maintains the right to recall any employee to perform essential duties during any emergency, or to restore governmental functions during extended emergencies.

Essential Job Functions

1. Provides direct support to the Executive Director requiring strong administrative support skills; determines matters that require managerial attention; determines priority and proper referral of issues and notices; maintains a variety of confidential information.
2. Plan and organize work activities; recommend improvements in workflow, procedures and use of equipment and forms; implement improvements as approved; develop and revise office forms and report formats as required.
3. Perform a wide variety of highly responsible duties for assigned staff; relieve supervisor of administrative work including basic grant management and providing assistance in resolving operational and administration problems.

4. Perform a variety of general bookkeeping and clerical accounting duties and responsibilities involved in financial record keeping and reporting for assigned area; maintain a variety of accounting records, logs, and files; verify, balance, and adjust accounting records; provide assistance to department staff, vendors, and the general public in assigned areas.
5. Screens calls, visitors, and mail; provides information and assistance including responding to sensitive requests for information and assistance; research information related to Housing Authority regulations and office policies; assists the public and other Housing Authority staff in interpreting and applying Housing Authority policies and procedures.
6. Assist management staff in certified payroll recordkeeping, contract payment requests, purchase orders, regulatory reports and funding requests.
7. Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
8. Verify and review materials, applications, records, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, and reports; provide information and forms to the public; collect and process appropriate information.
9. Serve as liaison between assigned office and other Housing Authority staff, the general public, and outside agencies; act as a liaison and provide information and assistance as appropriate.
10. Type and proofread a wide variety of reports, letters, memoranda, correspondence, and statistical charts; type from rough draft, verbal instruction, or transcribing machine; independently compose correspondence related to assigned area of responsibility.
11. Utilize various computer applications and software packages; develop, enter data, maintain, and generate reports from a database or network system; design, maintain, and utilize data to develop reports using spreadsheet software; create documents using word processing software.
12. Organize and maintain filing systems; maintain records related to specific areas of assignment; maintain archived records and destruction schedules.
13. Collect information for, design, and produce newsletters, brochures, and other specialized documents using desktop publishing software and other computer applications.
14. As assigned, drafts public legal notices in accordance with established procedures and requirements; monitors compliance of legal notices; types and mails meeting notices; assembles and prepares agenda packets; ensures all information is accurate and complete; assists in a variety of administrative activities in support of Authority meetings.
15. Conducts, attends, and participates in staff and board meetings as required; coordinates and prepares agendas for meetings.

16. Performs related duties as assigned.

Qualifications

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description. The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ❖ Principles and practices of fiscal, statistical and administrative research and report preparation.
- ❖ Work organization and office management principles and practices.
- ❖ Pertinent Federal, State, and local laws, codes, and regulations.
- ❖ Modern office procedures, methods, and equipment.
- ❖ Advanced knowledge of computer applications such as word processing, spreadsheets and statistical databases.
- ❖ Mathematical principles.
- ❖ Principles and procedures of record keeping.
- ❖ Methods and techniques of public relations.
- ❖ Principles of business letter writing and report preparation; English usage, spelling, grammar, and punctuation.

Ability to:

- ❖ Perform responsible and difficult administrative support and secretarial duties involving the use of independent judgment and personal initiative.
- ❖ Understand the organization and operation of the agency and of outside agencies as necessary to assume assigned responsibilities.
- ❖ Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- ❖ Effectively represent the Housing Authority to outside individuals and agencies to accomplish the goals and objectives of the unit.
- ❖ Work independently in the absence of supervision.
- ❖ Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.
- ❖ Participate in the preparation of a variety of administrative reports.
- ❖ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ❖ Research, compile, analyze, and interpret data.
- ❖ Prepare a variety of clear and concise administrative reports.
- ❖ Independently prepare correspondence and memoranda.
- ❖ Implement and maintain filing systems.
- ❖ Type at a speed necessary for successful job performance.
- ❖ Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- ❖ Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- ❖ Communicate clearly and concisely, both orally and in writing.

- ❖ Establish and maintain effective working relationships with those contacted in the course of work.
- ❖ Work with a high-level accuracy and attention to detail.
- ❖ Meet attendance standards necessary for successful job performance.

Education and Experience Required

High School Diploma or GED supplemented by specialized training in secretarial science, business administration, public administration, or a related field. Four years of increasingly responsible secretarial support experience or an equivalent combination of education, training, and experience.

Working Conditions

Work is conducted in a non-smoking standard office setting. Work environment is both formal and informal, team and autonomy-oriented, having variable tasks, pace and pressure. Primary functions require both:

1. Sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, moving about inside the office, maintaining a stationary position, positioning self to operate office equipment including knobs and dials; moving objects weighing up to 20 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 yards. OCCASIONAL positioning self to move beneath desk areas and near floors, and to place or retrieve objects above and at average shoulder height, moderate positioning to manipulate reference books and manuals; moving objects weighing up to 50 lbs. from below average waist height to above average shoulder height and transporting distances up to 50 feet. Must be able to perceive computer screens and printed documents and operate office equipment. Must be able to discern speech and sound in the audio range typical of a busy office environment.
2. Sufficient physical ability to work in a community setting. Considerable travel by auto throughout the local area. Ability to maneuver through housing units to perform visual inspections and conduct business. From time to time, this position will be required to perform manual tasks. Activities require the individual to bend (90 degrees), stoop, crouch, climb, twist (to 180 degrees), turn, and work above-the-head on a recurring, repetitive, and often continuous basis in the course of performing job duties. The individual must also be capable of accessing and working in confined spaces such as crawl spaces and/or attics, climb stairs and ladders and work at heights sometimes exceeding twenty (20) feet.

Additional Requirements

Possession and retention of a valid Washington state driver's license. Pre-employment tests and examinations, including, but not limited to physical examination regarding bona fide occupational qualifications, drug testing, extensive background checks and other related components which are based on the specific demands of the position. Successful completion of all exams, tests, and background checks is a condition of employment. Responsible to apply

extensive, in-depth knowledge of public sector operations methods in accordance with applicable provisions of the Revised Code of Washington.

Peninsula Housing Authority maintains a smoke-free workplace. Employees must not use tobacco products on the job, including but not limited to smoking cigarettes, vaping, and/or chewing tobacco.

The Authority complies with all laws and regulations relating to employment, including the Americans with Disabilities Act and the Washington Law Against Discrimination. The Authority does not discriminate on the basis of handicapped status in the admission or access to its federally assisted programs or activities. The Authority reserves the right to revise or adjust job descriptions, job assignments and job duties at any time. Nothing in this document should be interpreted as a contract with or any other obligation of the Authority.

By the employee's signature below, the employee acknowledges that they have read this job description and understand their duties and responsibilities.

Signature

Date