

OPEN RECRUITMENT

Job Announcement

August 18, 2020



Position Title: Choice Neighborhood Initiative Administrative Assistant
Department: Choice Neighborhood Initiative
GRANT FUNDED

To apply for this position, click [here](#).

SUMMARY:

Under the general direction of the Choice Neighborhood Initiative Director, the Administrative Assistant is responsible for maintaining operational components for the department, Office Suite and support staff. Responsibilities include coordinating reception activities, inputting data to the CNI database, maintaining and updating calendars and schedules. Prepare monthly, quarterly and annual reports. Provide clerical support to the director and team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

1. Assist with updating and the relocation tracker into the computer system.
2. Schedule and prepare notices for quarterly tenant protection meeting
3. Prepare and distribute monthly and other reports
4. Answer telephone and direct calls accordingly
5. Perform general clerical duties for the Director and the Choice Neighborhood Initiative team.
6. Maintain contact information for relocated residents (target population of CNI).
7. Order supplies and coordinate repairs to office equipment as directed, needed and or required.
8. Effectively communicate resident concerns, issues and questions to team members.
9. Assist the Workforce Coordinator in the development and implementation of goals, work plans, and continuous improvement of service delivery to assist in attaining the department initiatives and goals, agency missions through the spirit of service, teamwork and respect.
10. Perform other related duties as assigned and or required.

EDUCATION AND/OR EXPERIENCE:

Two years' studies in an accredited college or University majoring in business skills to include Micro Soft Office Suite, and computer/data entry. Four (4) years of general administrative experience performing responsible clerical and office management duties or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license or acquire within the first 30 days of employment and be eligible for coverage under FWHS's fleet auto insurance

TECHNICAL SKILLS:

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks. **Microsoft Office skills test to be administered.**





BEHAVIORAL COMPETENCIES:

This position requires the incumbent to exhibit the following behavioral competencies:

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Understands that all agency employees have external and/or internal customers that they provide services and information to; honors all of the agency commitments to customers/residents by providing helpful, courteous, accessible, responsive and knowledgeable customer service at all times.

Interpersonal Skills: Focus on solving conflict, not blaming; maintains confidentiality; listen to others without interrupting; establishes rapport when working with others.

Teamwork: Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treat others with dignity and respect and maintain friendly demeanor; value the contribution of others.

Results Orientation: Consistently deliver required agency results; set and achieve obtainable goals, consistently comply with quality standards and meet noted deadlines; maintain focus on Departmental/Agency goals.

Accountability: Accepts full responsibility for self and contribution as a team member; display honesty and truthfulness; confront problems quickly; display a strong commitment to organizational success and inspire others to commit to goals; demonstrate a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency to maintain the public's trust.

Professionalism: Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for one's own actions.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, boxes of paper, supplies, and documents is required. The employee must regularly lift and/or move up to 25 pounds.

