

# OPEN RECRUITMENT

## *Job Announcement*

April 17, 2021



**Position Title:** Assisted Housing  
**Department:** Administrative Assistant I

### **SUMMARY:**

Under the general direction of the department administrator or manager, the Administrative Assistant I is responsible for maintaining operational components for the department, Office Suite and support staff. Responsibilities include coordinating reception activities, overseeing purchase and maintenance of supplies and serves as liaison between management and support staff. Types, receives, distributes correspondence. *Candidates for this position may handle “highly” confidential information and must possess a work ethic founded in honesty, dignity, integrity, self-respect and trust.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

1. Manages the day-to-day operations of the department, paying close attention to managing priorities, paper, time and deadlines.
2. Maintains departmental files.
3. Fosters a positive, high performance and collaborative environment.
4. Oversees operational needs for the department.
5. Receives and distributes mail.
6. Maintains and updates vendor information.
7. Oversees general supplies purchases.
8. Processes all RFI's.
9. Answers telephone and refers callers to the appropriate person.
10. Serves as primary contact for equipment purchases and inventory.
11. Cover front reception area when needed.
12. Facilitate meetings as needed.
13. Other related duties as may be required.

### **SPECIAL PROGRAMS DEPARTMENT DUTIES AND RESPONSIBILITIES:**

1. Enters all new move-ins and relocations into computer system.
2. Maintains an Excel spreadsheet of information cannot be validated in computer system, and notates in the client record.
3. Process inspections.
4. Reconcile contractor inspector's invoices.
5. Reviews inspections for Special Programs.
6. Processes Criminal Background Checks (CBC) as needed.
7. Coordinate monthly Liaison meeting.
8. Prepare and distribute template of client reporting information.

### **PURCHASING DEPARTMENT DUTIES AND RESPONSIBILITIES:**

1. Create purchase orders.
2. Attend and record bid openings.
3. Prepares contracts for signature.
4. Prepares bid tabulation sheets.
5. Prepares minority vendor HUD report annually.
6. Keeps vehicle mileage logs.
7. Prepares material inventory list annually.
8. Assists in annual inventory.
9. Make adjustments to annual inventory report and prepare final report.
10. Purchase vehicle registrations as needed.
11. Records gasoline receipts.
12. Prepare bid sheets for the sale of equipment and vehicles.





## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Job Competencies:***

- Related administrative/reception experience sufficient to perform assigned duties.
- Excellent communication and interpersonal skills, demonstrating tact and diplomacy to consistently interact effectively with diverse groups of people
- Ability to exercise judgment and discretion in handling sensitive and confidential issues in a large, complex governmental agency.
- Ability to work effectively both as a part of a team and individually with an acute awareness for deadlines.
- Exceptional organizational skills sufficient to prioritize and complete assignments and projects independently, while balancing competing needs and attending to detail.
- Demonstrated outstanding ability to work under pressure in a busy office
- Knowledge of and experience using information technology tools
- General understanding of budget and accounting processes.
- Ability to prepare clear, concise, and accurate reports.
- Ability to type minimum of 60 words per minute, operate a computer and common office business machines.

## **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 one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

## **TECHNICAL SKILLS:**

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

### ***Other skills required in this position include but are not limited to the following:***

Skilled in the use of the English language, mathematics, time management, critical thinking, active listening, and management of material resources.

## **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, and documents is required. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually quiet.

### **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 Authority employees have external and/or internal customers that they provide services and information to; honors all of the Authority's commitments to customers/residents by providing helpful, courteous, accessible, responsive and knowledgeable customer service.

*Interpersonal Skills:* Focuses on solving conflict, not blaming; maintains confidentiality; listens 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; treats other with dignity and respect and maintains friendly demeanor; values the contributions of others.

*Results Orientation:* Consistently delivers required agency results; sets and achieves achievable, yet aggressive, goals; consistently complies with quality standards and meets deadlines; maintains focus on Agency goals.

*Accountability:* Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates 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:* Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

