

Executive Assistant

COCC/Non-Exempt



This position is responsible for planning, implementing, and evaluating the activities and operations of the housing authority. This position assists the CEO in the management of the authority, coordinates department efforts in order to execute HCHA's mission and program goals, and analyzes current policies in order to increase efficiencies and provide better services to the authority's clients. This position also oversees HR and IT functions for the authority.

PRIMARY RESPONSIBILITIES

- Facilitates administrative assistance to the CEO by maintaining a register of action items to ensure that tasks are followed through to completion and deadlines are met
- Assists the CEO in managing his/her emails by identifying items for action, meeting requests and papers, invitations and filing emails appropriately
- Prepares agency submission to the Board of Commissioners and County Commissioner representatives including agenda items, resolutions, reports and recommendations. Composes, prepares and distributes minutes.
- Maintains all records and correspondence relating to the Board of Commissioners
- Coordinates IT operations and needs for the authority
- Provides staff assistance to the CEO to accomplish special projects of an authority-wide impact; coordinates with other authority directors to execute these projects
- Performs human resource duties for the authority including: maintaining records, ensuring compliance with legal requirements, recruitment and retention of HCHA staff
- Coordinates the agency's benefits programs the direction of the CEO
- Assists in writing, producing and distributing Authority Employee Handbooks and other special reports as assigned
- Assists in the development of authority policies and procedures for implementing Federal, State, and local directives/statutes/regulations
- Serves as a backup hearing officer for informal hearings
- Performs other duties as assigned

QUALIFICATIONS AND REQUIREMENTS

- Completion of a Bachelor's degree
- Any combination of graduate education or experience that will provide the required aptitude and abilities to master key responsibilities
- Master's degree in public policy or related field and management experience preferred
- Proven record of and potential for taking strategic, creative, entrepreneurial action that will improve HCHA and the communities we serve
- Commitment to help HCHA be the most efficient and compassionate service agency possible

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- The employee's job is largely sedentary requiring up to eight hours in a seated position.
- The employee will experience some repetitive motion of the hand/wrist when using a computer.
- The employee must have a normal range of vision, hearing, and speech to complete paperwork, review documentation, and communicate with authority personnel and contacts on the telephone or in person on a regular basis.
- Work involves the normal risks or discomforts associated with an office environment.

Harris County Housing Authority is an Equal Opportunity Employer. If you are a person with a disability requiring assistance applying for this position, please contact hr@hchatexas.org.