

HOUSING AUTHORITY OF TRAVIS COUNTY

Job Description



JOB TITLE: Assistant to the CEO

POSITION SUMMARY / BASIC FUNCTION: Under general supervision of the CEO / Executive Director / Executive Vice President, this highly responsible position will provide a broad range of high-level administrative services, executive support, and special project coordination for the Housing Authority of Travis County (HATC) and its affiliates (Travis County Facilities Corporation (TCFC), Travis County Development Corporation (TCDC); HATC Foundation (HATCF); and Strategic Housing Finance Corporation (SHFC). All activities must support the HATC, TCFC, TCDC, HATC Foundation, and SHFC mission and strategic goals / objectives. More information about HATC and its affiliates may be found by visiting <https://www.hatctx.com>

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversees and manages the day-to-office administration of the Executive Office.
- Coordinates meeting calendar, and administrative support to the CEO / Executive Director / Executive Vice President, including preparatory work for Board meetings, preparing Board meeting agendas, dealing with Board governance issues, and assembling Board meeting packets and uploading documents and information to online Board communication tool, posting public notices, transcribing and preparing Board meeting minutes/resolutions/reports, etc.
- Coordinates communication with Board members, the Department of Housing and Urban Development (HUD) and other relevant agencies, Travis County Commissioners Court, agency staff, clients, vendors, partners, and the general public.
- Coordinates, leads, and administers various special projects relating to HATC or SHFC as directed by the CEO / Executive Director / Executive Vice President.
- Prepares correspondence of a general, specialized, and confidential nature; performs various clerical jobs, such as filing, telephone screening, greeting, etc.; receives calls and responds to inquiries from staff, Travis County Commissioners, residents, clients, vendors, service providers, etc.
- Coordinates the distribution of information coming in and out of the Executive Office.
- Coordinates specific administrative contracts / agreements on behalf of the CEO / Executive Director / Executive Vice-President.
- Reconciles monthly billing activities / expenditures incurred by the Executive Office.
- Coordinates logistics related to training and travel on behalf of the CEO & Executive Director / Executive Vice-President, other Executive Office team members, and Board members.
- Completes other related duties as assigned.

HATC
Assistant to the CEO

JOB REQUIREMENTS: Bachelor's Degree in business, management, public administration, or related field and a minimum of three (3) years of experience in an administrative or project coordination/management role. An equivalent combination of education and experience may be considered. Must possess strong writing, research and analytical skills, as well as the general ability to express ideas effectively both orally and in writing. Must possess a valid driver's license and be insurable under HATC's insurance policy. To perform this job successfully, the employee should also possess strong computer skills (e.g., Microsoft Office Suite, Adobe Acrobat, online document management systems, etc.) and must have the ability to learn other computer software programs as required by assigned tasks. Previous experience in administration of Boards of Commissioners activities and/or previous public housing authority administration is strongly preferred.

ESTIMATED PAY RANGE: Nonexempt position with estimated hourly pay rate range TBD and commensurate with candidate experience.

BENEFITS:

- Employer paid medical insurance premium starting after a 30 day wait period. Insurance will include dental and vision care for the employee only. Dependents or spouses may be added to the plan coverage at the sole cost of the employee.
- Employer paid Employee Assistance Program (EAP).
- Employee eligible to accrue 12 days' vacation, 12 days sick leave, and 4 personal days annually.
- 10 paid holidays annually, plus 5 additional paid days off between Christmas and New Year's holidays (during which time the agency is officially closed.)
- \$15,000 group life insurance policy that covers the employee only.
- Texas County & District Retirement System (TCDRS) Retirement Plan in which the employee contributes 4% and the employer will match 2.5x of employee's contribution to the plan upon vesting (employee vested at 5 years of service.) Eligibility for the employee retirement plan starts on date of hire, and TCDRS offers Prior Service Credit for proportionate time with other approved State Plans.
- Short- and long-term disability coverage, and employer pays 100% of the premium for these coverages.
- Mutual of America's 457 Plan at the sole cost of the employee.
- AFLAC Insurance, which has many products available for purchase by the employee and the cost is deducted from the employee pay.
- Gold's Gym Corporate membership in which the Agency will pay half of the membership cost for the employee.

If interested and qualified, please email resume to steve.peglar@traviscountytexas.gov

HATC is an Equal Opportunity Employer. Employment with HATC, if offered, is on an at-will basis, meaning that either an employee or HATC may end the employment relationship at any time and for any reason.