

HOUSING AUTHORITY OF TRAVIS COUNTY

Job Description



JOB TITLE: Assistant to the CEO/Executive Director

REPORTS TO: CEO/Executive Director

DEPARTMENT: Executive

DATE: 01/2024

POSITION SUMMARY / BASIC FUNCTION: Under general supervision of the CEO / Executive Director, this highly responsible position will provide a broad range of high-level administrative services, executive support, and special project coordination for: - Housing Authority of Travis County (HATC) and its affiliates (Travis County Facilities Corporation (TCFC), Travis County Development Corporation (TCDC); and the HATC Foundation (HATCF). All activities support the organizations' mission, strategic goals, and objectives. This position is eligible for a possible hybrid work schedule.

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, documentation and preparation of board meeting minutes, data management, dealing with Board governance issues, and assembling Board meeting packets and uploading documents and information to online cloud-based Board communication and governance information platform (Boardable), posting public notices, scheduling/coordinating/facilitating video/virtual meetings, and transcribing and preparing Board meeting minutes/resolutions/reports.
- Develops various presentation materials to include Powerpoint slide decks, news releases, and various other types of promotional communication for use in Board presentations, public forums, public communication channels, and a variety of other meeting types (in particular for smaller groups.)
- 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 as directed by the CEO /Executive Director.
- 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.

HATC
Assistant to the CEO (continued)

- 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.
- Reconciles monthly billing activities / expenditures incurred by the Executive Office.
- Completes other related duties as assigned.

JOB SPECIFICATIONS: Bachelor's Degree in business, management, public administration, or related field is strongly preferred, in addition to 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, excellent attention to detail, and analytical skills, as well as the general ability to express ideas effectively both orally and in writing. The ability to personally present information and programs publicly to smaller groups is preferred. 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, scheduling/coordination/administration of video/virtual meetings, 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.

SUPERVISORY DIMENSIONS: No supervisory responsibilities.

EXTERNAL CONTACTS: Frequent personal, electronic and telephone contact with a wide variety of service providers and vendors, Travis County and City of Austin staff, media personnel, real estate developers, landlords, residents, and other community stakeholders.

INTERNAL CONTACTS: Frequent contact with HATC staff.

DECISION MAKING RESPONSIBILITIES: Frequently, the employee acts independently in making decisions about the best course of action affecting HATC staff, facilities, relationships with a wide variety of external contacts, and more.

WORKING CONDITIONS / PHYSICAL & MENTAL DEMANDS: Works in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Position requires independent body mobility to stand, walk, bend, and sit for prolonged periods of time and/or drive a vehicle, as well as manual dexterity to reach, and grasp; manual dexterity to use computer keyboard; vision sufficient to see/read; hear and speak to communicate with customers in person and over the phone.

The above statements describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.