



JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

UPDATED DATE: FEB 2024

REPORTS TO: EXECUTIVE DIRECTOR

SALARY: DOQ

FLSA: Non-Exempt, Full-Time

SCHEDULE: Operating hours are Monday-Thursday 8:00am to 5:00pm. and Friday 8:00am to 4:00pm.

Under general supervision, handles a wide range of administrative and executive support related tasks. In addition to typing, filling, and scheduling the responsibility of this position includes performing duties such as record keeping, obtaining supplies, working on special projects, and maintaining records and databases. The ability to work with little or no supervision at times to meet deadlines and accomplish goals is critical.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Accepts and processes housing applications for approval or denial.
- Document preparation for tenant's lease entry signing, re-certification's, interim re-certifications.
- Conducts tenant lease signing, re-certifications, and interim re-certifications as needed.
- Receives and processes rent payments and prepares deposits
- Creates and prepares general correspondence and notices to tenants.
- Performs duties related to records management such as tenant and NHA files.
- Completes necessary required reports
- Completes inspections as needed.
- Co-manages with Executive Director on contract work.
- Co-manages with Executive Director on Capital Funds.
- Schedules cleaning for unit turnaround.
- Explains, discusses, and answers questions concerning the Authority's role in the housing programs.
- Interprets and clarifies standards, policies, and procedures for the operation to ensure consistent compliance with the state and federal regulations.
- Assists in developing plans for implementing new requirements to conform to program changes.

- Assists tenants with reasonable requests for assistance.
- Enforces lease, policies, and procedures.
- Maintains office supplies and maintenance supplies stock.
- Performs all other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Ability to work and communicate effectively with tenants, the public, vendors, and other employees.
- Ability to maintain strict confidentiality in all aspects of the job.
- An individual who is a well-motivated self-starter.
- Ability to work overtime when needed.
- Adheres to personnel policies and procedures.
- Ability to work well under pressure, prioritize projects, and be detail/deadline oriented.
- Wide range of management and administrative skills.
- Ability to organize workload for top efficiency.
- Ability to make rent collections and change rapidly without mistakes.
- Understand and institute general office procedures.
- Ability to read and interpret complex Federal Register and HUD handbooks and draft policies implementing the instructions therefrom.
- Ability to type accurately, constructs sentences properly and has excellent knowledge of spelling.

MINIMUM EDUCATION/EXPERIENCE:

- Administrative and management experience

CONDITIONS:

- Must pass pre-employment drug test.
- Must pass criminal background check.
- Must hold a Texas Driver's License (Class C or comparable) and pass motor vehicle records check.

PHYSICAL DEMANDS:

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

Work is performed mostly in office settings. Some outdoor work may be required in completing inspections or helping maintenance. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reaching with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch and crawl.

Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may occasionally have to push, pull, lift and/or carry up to 25 pounds.