


**Executive Administrative Assistant to the Senior Vice
President of Administration Job Description**

	HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION		
Position Title:	Executive Administrative Assistant to the Senior Vice President of Administration		
Department:	Executive Office		
Supervisor:	Senior Vice President of Administration		
<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Revision (see below)
<input type="checkbox"/> Change of title	Previous Revision Date:	Other (Please Specify)	
<input type="checkbox"/> Revised qualifications	<input type="checkbox"/> Revised duties	_____	
	<input type="checkbox"/> Expanded duties	_____	
	<input checked="" type="checkbox"/> Legal Reviewed	_____	
	<input checked="" type="checkbox"/> Salary Grade: I	_____	
	<input checked="" type="checkbox"/> HR Reviewed	_____	
<input type="checkbox"/> Expanded qualifications			
Effective Date:	02/23/2023		
Approved:	_____		
	President & CEO		
Approved:	_____		
	Director of Human Resources		

GENERAL SUMMARY

The primary purpose of this position is to be responsible for managing and maintaining operational services for the Sr. Vice President of Administration. The incumbent provides complex secretarial and administrative support, which requires exercising independent judgment and initiative. A wide degree of creativity and latitude is expected. Provides back-up support for select activities for the Houston Housing Authority (“HHA” or “Authority”) Board of Commissioners as directed by the Sr. Vice President of Administration. Will handle highly confidential information; must possess a work ethic founded in honesty, dignity, integrity, self-respect and trust. Reports to the Sr. Vice President of Administration.

All activities must support HHA’s mission, vision, and values.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides administrative support to the Sr. Vice President of Administration by answering telephones and responding to complex inquiries as appropriate. Uses a variety of sources to supply information. Greets visitors and screen persons who come to visit the executive suite as needed.
- Oversees and directs the workflow to ensure the operations run smoothly, and independently responds to inquiries, complaints, and concerns from callers and visitors using polished communication skills.
- Researches and resolves problems with a “take charge” attitude.
- Helps to develop draft, edit, and proofread letters, memoranda, reports, presentations, draft policies, procedures, forms, form letters, staff training

Executive Administrative Assistant to the Senior Vice President of Administration Job Description

workshops, methods, operating systems and other special projects for review and approval by the Sr. Vice President of Administration Coordinate, plan, prepare and organize activities such as meetings, appointments, conferences, conference calls, travel, and agency activities

- Assists with preparing records, such as resolutions for meetings with the Board of Commissioners, executive team members, or other staff members.
- Attends meetings and records information, transcribes meeting minutes, prepares agenda, and arranges meeting rooms, audio-visual equipment, and other needed materials.
- Ensures meeting rooms are presentable and manages calendar to ensure scheduling is appropriate (i.e., departmental, executive conference room, board room).
- Coordinates travel arrangements (registration, transportation, hotel reservation) for Sr. Vice President of Administration, and other Executives; complete and process reimbursement receipts for the executive office.
- Opens, stamps, sorts, and routes daily mail. Faxes and files incoming and outgoing correspondences as assigned.
- Answers phones on assigned rollover lines.
- Develops and manages a departmental filing system (including the purging of files).
- When office relocations are needed, works with office personnel and the Houston Housing Authority's building and security services to expedite moves of furniture, telephones and computer equipment.
- Coordinates and submits the department's time keeping records for processing by the Finance Department.
- Maintains responsibility for the department's procurement of supplies and services, including the following related tasks:
 - Submits departmental supply orders for approval and maintains records of all purchases.
 - Maintains an adequate inventory of office supplies for the department.
 - Contacts service representatives for department equipment.
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general office procedures and practices, business English, and arithmetic.
- Knowledge or ability to learn HUD and Houston Housing Authority policies, procedures and practices.
- Skill with Microsoft Office products (Word, Excel, Outlook, PowerPoint) or compatible programs.
- Skill in high level interpersonal skills to handle sensitive and confidential information and situations.
- Skill in operating computer equipment and general office machines such as personal computer, copier, projection equipment, audio/video and adding machine.
- Ability to exercise independent judgment and discretion in handling sensitive and confidential issues in a large, complex governmental agency.

Executive Administrative Assistant to the Senior Vice President of Administration Job Description

- Possess a general understanding of budget and purchasing processes.
- Ability to work under pressure in a busy office with frequent interruptions, competing priorities and short deadlines.
- Ability to type accurately, 30–40 w.p.m. minimum typing speed.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to communicate with persons of diverse backgrounds and ability to establish and maintain effective and courteous working relationships with employees, vendors, other business contacts, the Board of Commissioners, local & state elected officials, and executive team members.
- Ability to coordinate several concurrent activities simultaneously.
- Ability to anticipate the department's needs, based on experience, and prepares to fulfill those needs in advance.
- Must possess ability to multi-task.
- Must possess a strong work ethic.
- Great attention to detail.

COMPLEXITY / SCOPE OF WORK

- Employee performs routine duties by following established Houston Housing Authority policies and procedures and other guidelines such as HUD regulations. The guidelines cover most job-related situations but may frequently require the employee to use independent judgment in making decisions.
- Instructions to the employee may be general or specific in nature. Receives oral and written directions from Sr. Vice President of Administration or other executive staff.
- Tasks may occasionally have to be coordinated, integrated, and/or prioritized. Methods of accomplishing work are generally at his/her discretion.
- Successful accomplishment of duties by the employee enhances the Houston Housing Authority's ability to meet its mission.

GUIDELINES

- The employee follows Houston Housing Authority's policies and procedures, HUD regulations, legal resources and federal and state laws and regulations, in accomplishing assignments. The guidelines cover most job-related situations, but the employee may frequently be required to use independent judgment in making decisions.
- Methods for accomplishing routine work are at the discretion of the employee, subject to existing practices and procedures.
- When unusual situations arise, the employee may request guidance from the President & CEO.

SUPERVISORY CONTROLS

- Employee does not have direct supervisory responsibilities.

Executive Administrative Assistant to the Senior Vice President of Administration Job Description

PERSONAL CONTACTS

- Employee has regular contact with executive staff, other Houston Housing Authority employees, Board of Commissioners, local & state elected officials, and residents.
- Intermittently, the employee has contact with regulatory agency personnel and personnel from other public housing authorities (PHA), state and local agencies, contractors, and business firms. The purpose of these contacts is to facilitate communications between executive staff members, other employees and persons outside the Houston Housing Authority.
- Employee may come into possession of confidential information either with Houston Housing Authority participants or employees. A high level of discretion must be maintained at all times.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Work is principally sedentary, but may involve some physical exertion such as kneeling, crouching, or lifting to obtain files and records, and eye strain from working with computers and other office equipment.
- Work involves the normal risks and/or discomforts associated with an office environment, but are usually in an area that is adequately cooled, heated, lighted and ventilated.

MINIMUM QUALIFICATIONS

- Associate's degree required. Bachelor's degree preferred.
- At least five (5) years of administrative office experience with an executive level or an equivalent combination of education and experience.
- 40 wpm minimum typing speed preferred.
- Knowledge of Microsoft Office Computer skills – Word, Excel, PowerPoint, Teams, Outlook, SharePoint etc. Use of standard office equipment such as typewriter, personal computer, copier, fax machine, projection equipment, audio/video and adding machine.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.