



# EDINBURG HOUSING AUTHORITY

*Serving Families Since 1949*



## Position Description:

**Title:** Administrative Specialist  
**Supervisor:** Finance Director  
**FLSA Status:** Non-Exempt  
**Department:** Finance Director

### Position Summary

The Administrative Specialist provides administrative support for the Finance Director and other administrative staff for the Edinburg Housing Authority. This position will prepare correspondence and reports in written and electronic formats. Responsible for general office management and a variety of administrative tasks.

### Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

1. Provide office and administrative support to the Finance Director, Finance Department, and other administrative staff in all daily activities, as requested.
2. Assist with fraud prevention tenant files, as requested.
3. Assist with purchasing and procurement functions in compliance with local, state and federal regulations.
4. Assist with properly maintaining, monitoring and issuing office supplies for EHA staff.
5. Handle and distribute correspondence, reports, contracts, legal documents and other materials in a confidential manner.
6. Maintain Finance Department records and files.
7. Distribute written and electronic outgoing correspondence and notices received from HUD, professional housing organizations and agencies to the appropriate staff.
8. Greet visitors and direct them to meeting rooms.
9. Handle routine and complex inquiries from citizens, employees and clients.
10. Assist with posting agency notices for closures of holiday and staff in-service days.
11. Monitor HUD notices and regulations for new policies or revisions and distribute as needed.
12. Assist with travel arrangements.
13. Schedule meetings and appointments as directed.
14. Assist in coordinating monthly Board of Commissioners meetings and other community meetings, as requested.
15. Assist with posting notice of meetings as required by the Open Meetings Act.
16. Design and create information fliers, forms, brochures and other presentations as necessary.
17. Research topics as requested.
18. Assist in creating and/or distributing announcements for staff.
19. Perform other related duties as assigned and/or required.
20. Provide excellent customer service to all.



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## **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral competencies:*

**Problem Solving:** Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with sensitive topics and/or irate customers.

**Customer Service:** Understands that all Authority employees have external and/or internal customers that they provide services and information to; honors all of the Authority's commitments to customers/residents by providing helpful, courteous, accessible, responsive and knowledgeable customer service.

**Interpersonal Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; establishes rapport when working with others.

**Teamwork:** Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains friendly demeanor; values the contributions of others.

**Results Orientation:** Consistently delivers required agency results; sets and achieves achievable, consistently complies with quality standards and meets deadlines; maintains focus on Agency goals.

**Accountability:** Accepts full responsibility for self and contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency to maintain the public's trust.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Job Competencies**

- Knowledge of HUD regulations, Authority policies, procedures and practices as they pertain to PHA management.
- Knowledge of general office procedures and practices, business English and math.
- Ability to communicate clearly and concisely, orally and in writing.





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- Ability to establish and maintain effective and courteous relationships with other employees and other business contacts.
- Above average analytical and reasoning abilities.
- Ability to coordinate several concurrent activities simultaneously.
- Strong interpersonal skills.

## **Education and/or Experience**

Associates Degree in business or related field from an accredited college or a minimum five (5) years progressive experience in office management or as support to senior staff or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under the Authority's fleet auto insurance.

## **Technical Skills**

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks.

## **Physical Demands**

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

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, and documents is required. The employee must occasionally lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.

## **Cross-Training**

While employed with EHA, staff will be exposed to cross training. Cross training allows EHA to increase our resources and efficiency by:

- Helping employees acquire and enhance skills, knowledge and abilities.
- Improving understanding of the different parts of departments and eventually of the organization as a whole.
- Leading to better coordination and teamwork.

Staff needs to have the ability and the willingness to be cross-trained in different positions within EHA. This on-the-job cross-training allows the Agency to also provide staffing flexibility when an employee is absent for a planned vacation, emergency or after a position is vacated.