

# Administrative Assistant/Human Resources Management

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This position has access to confidential information related to the Board of Commissioners meetings, personnel actions, and general Authority business. The primary function of the position is to provide administrative support to the Executive Branch and the Board of Commissioners. Additional duties to cover human resource record keeping and maintaining the Executive Director's files for correspondence.

## **SUPERVISION REQUIRED**

This position reports to the Executive Director

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Communicates and maintains all updates or changes in personnel policies and procedures. Ensure all staff are in receipt of all changes and proper compliance is followed throughout the agency.
- Maintains knowledge of industry trends and employment legislation and ensures compliance at the federal and state levels.
- Ability to assemble and analyze factual information for the purpose of developing a proposed course of action and comprehensive solutions to employee related issues.
- Coordinates exit interviews to employment and separation at the Authority.
- Monitors management and employee compliance with the stipulations of the collective bargaining union contracts.
- Administers workers' compensation program and works closely with workers' compensation carrier to ensure claims are monitored as needed.
- Maintains all contracts, personnel records, insurance documents and periodic reports.
- Administers the employee benefits program and assists with annual employee benefits open enrollment process according to the collective bargaining union contracts.
- Maintains all personnel files in accordance with accepted business standards including records of attendance, leave accumulations and usage. Verifies that leave accumulation usage is in conformance with the Authority's personal policy and collective bargaining union contracts.
- Works directly with department directors and managers to assist them in carrying out their responsibilities on personnel matters.
- Assists department directors and managers with disciplinary procedures and ensures disciplinary actions are administered fairly and in compliance with federal, state, and local regulations with adherence to local union collective bargaining contracts.
- Reports all hazardous conditions, damaged equipment, and supply issues to appropriate persons working with the Facilities Manager and Director of Operations.
- Follow established safety precautions when performing tasks, using equipment and supplies while working directly with Purchasing Manager and Facilities Manager.
- Maintains a filing system, some of which are deemed to be of a confidential nature within the office of Executive Director, including training, insurance, personnel, safety concerns and other related management information and annual updates of all employee files.
- Arrange for transportation and lodging for out-of-city visits, meetings, or conferences, as required or approved by the Executive Director.

- Assists staff members in translating (both verbally and written) when necessary and proofread documents for executive branch staff.
- Screens telephones calls, places outgoing calls, maintains appointment calendar and provides all support services for the Executive Director.
- Assist in the overall administration of the general office and maintain a safe and efficient office environment.

### **Secondary Job Duties**

- Performs a wide range of administrative services for the Executive Director and the Executive branch in coordination with other department directors.
- Coordinate activities and provides all services necessary to produce complete Board agendas and meetings.
- Serves as the Clerk for all board meetings.
- Attends all Board meetings, types, and files all minutes for those meetings.
- Production of Board Packets and delivery of such documents to board commissioners.
- Post all monthly board meetings on the Secretary of State website, agency website and ensure that meetings are posted by property managers at each development.
- Arranges and prepares special events such as luncheons, functions, and other employee functions for the Authority.
- Maintain and update all social media and agency website.
- Ability to work on the production of all special projects.
- Maintains Authority library of HUD Handbooks, PIH Notices and program correspondence and guidance materials useful to the day-to-day operation of the Authority.

### **Ethical standards and Performance Criteria**

- Fulfill all duties and responsibilities with a high level of confidentiality, integrity, honesty and adherence to agency policies and rules.
- This position will be evaluated on the ability of the incumbent to work independently identify and report problems and produce work free from errors. Demonstrate good judgment in the handling of delicate and confidential matters involving the Authority or Authority staff.

### **Employee Accountability**

- Present a professional image as a representative of the PHA.
- Maintain a high degree of confidentiality relative to work performed.
- Establish and maintain effective professional working relationships with co-workers, management, partner agencies and the community.

### **Educational level and experience**

- Bachelor's degree in Human Resource Management or similar field.
- 3-5 years' experience as an Executive Assistant with a Human Resource Management knowledge
- PHR or other human resources certifications.
- Very good oral and written communication skills.

- Strong organizational skills, ability to draft correspondence and memorandums based on limited instructions.
- Knowledge of federal and state regulations regarding human resources.
- Ability to enter information in the database accurately and efficiently.
- Bilingual – Spanish or Portuguese Creole required.
- Must be able to translate in Spanish or Portuguese Creole.

**Knowledge, skills, and abilities**

- Working knowledge of Microsoft Office programs
- Working knowledge of office procedures and practices and to operate office machines such as a copier/scanner, calculator, fax, postage machines, etc.
- Ability to work harmoniously with PHA personnel.
- Ability to be flexible and perform work under time pressure.
- Ability to relate to and interact with mixed populations of families, elderly, disabled and mentally impaired residents in low to moderate income housing settings.
- Ability to communicate harmoniously and in an understandable manner with individuals in person and on the telephone.
- Ability to understand and follow verbal and written instructions.
- Ability to work 35-hour week with flexible basis, meaning monthly board meetings, and possible weekends.

**Certifications and Registrations**

- Attend Housing training and certification programs as required by the Housing Authority.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Occasional standing, walking, sitting, using hands to finger, handle or feel objects, tools, or controls; reaching with hands and arms, climbing stairs; balancing; stooping kneeling; crouching; or crawling; talking or hearing, occasionally lifting or moving up to 25 pounds; Close vision, distance vision, peripheral vision, depth perception,
- While performing duties of this job, the employee is exposed to weather conditions prevalent at the time.
- The noise level is usually moderate.

NOTE: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties of the position. Reasonable accommodations, as required by the Americans with Disabilities Act, will be granted wherever possible.

I acknowledge receipt and review of this job description.

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Name

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Date