



Housing Authority  
of the  
County of Tulare

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**CLASSIFICATION:** EXECUTIVE ASSISTANT

**RESPONSIBLE TO:** HUMAN RESOURCES – OFFICE MANAGER

**DEFINITION:** To provide assistance to the executive director of the Housing Authority for standard, routine and delegable administrative tasks. Provide coordination of the various aspects of all projects.

**EXAMPLES OF DUTIES:** Under direction, to provide assistance in all aspects of day-to-day, short- and long-range administration of the Housing Authority. Duties include, but are not limited to: plans, coordinates and monitors the completion of all routine work on a daily basis; supervises and trains the administrative-office clerical personnel in all aspects of Housing Authority functions; monitors, distributes and provides follow-up on all incoming and outgoing correspondence; performs a variety of administrative duties with a minimum of supervision, including writing, reviewing and occasionally signing, correspondence. Responsible for all aspects of the agency's Board of Commissioners meetings, including agendas, board packets, taking, transcribing and distribution of minutes. Prepares legal correspondence and documents for the agency's attorney. Takes and transcribes minutes from preconstruction conferences and safety committee meetings. Maintains all administrative files. Assists in compiling reports and preparation of applications for submission to state, local and federal agencies, including Section 3 reporting. Serves as Secretary for TMHSA Housing, Inc. Completes miscellaneous credit applications for agency. Prepares landscape contracts and maintains updates. Prepares backflow testing reports. Prepares utility allowance forms and updates. Prepares rent-increase notices for projects with utility allowances and provides them to area managers, accounting and occupancy. Prepares marketing plans. Provides employee training and scheduling for the emergency phone. Acts as site coordinator for the AED program and ensures compliance of regulations/requirements. Prepares notices and does minutes for public hearings and Resident Council meetings. Attends meetings and prepares minutes for Kaweah Management Company, La Serena Housing Development, Plano Development Corp. and TMHSA Housing, Inc. Provides assistance to the Human Resources Manager, including the scholarship committee. If and when necessary, provides back-up assistance at the front desk, including answering telephones, greeting the public, directing the public to proper resources or service organizations; opening, date-stamping and distributing the incoming and interoffice mail; and helping with daily inspections and work orders for central-office maintenance staff. If necessary, provides back-up assistance for the Office Assistant and Office Clerk-Receptionist; and performs related work as required.

**EDUCATION/EXPERIENCE:** A minimum of five years' secretarial experience, of which at least one year was in a supervisory capacity. Knowledge of Housing Authority operations and related policies and procedures.

**Housing Authority of the County of Tulare  
Executive Assistant (Continued)**

**KNOWLEDGE OF:** Approved modern office methods and practices, including word processing and spreadsheets; knowledgeable in grammar, punctuation and spelling; knowledge of personnel and supervision practices.

**SKILLS TO:** Handle a variety of duties in an organized manner, delegate and follow up effectively; maintain files and be able to retrieve filed material; compose correspondence with a minimum of instruction; perform administrative assignments independently; supervise clerical personnel, including monitoring all work and proofing typewritten material; establish priorities and coordinate assignments from a variety of sources; must possess mature judgment, neat personal appearance, tact and discretion.

**DESIRABLE QUALIFICATIONS:** Computer experience; previous supervisory experience; knowledge of all programs, projects and departmental functions.

**PHYSICAL CHARACTERISTICS:** Manual dexterity of the hands/wrists in order to operate a keyboard (computer and/or typewriter), calculator, dictation machine and other office equipment; good eyesight to read and/or write and visually use a computer screen and type from written material for extended periods of time; strength and flexibility in order to bend, reach, stoop and lift; good hearing to accommodate and greet persons coming into the office, to handle telephone conversations, to transcribe from a dictation machine, and to take minutes at meetings; clear speech and verbal skills in order to communicate with the public and co-workers; ability to operate a motor vehicle.

Must have ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Regular attendance required.

**LICENSES/CERTIFICATES:** A valid California driver's license; Notary Public commission.