



Housing Authority
of the
County of Tulare

CLASSIFICATION: EXECUTIVE ASSISTANT – OFFICE MANAGER

RESPONSIBLE TO: HUMAN RESOURCES MANAGER

DEFINITION: To provide assistance to the Executive Director of the Housing Authority for standard, routine, and delegable administrative tasks. Coordinate business administrative projects for the agency. Administer insurance programs.

EXAMPLES OF DUTIES: Under direction and independently, plans, organizes, and coordinates day-to-day, short- and long-range business administrative projects for the organization. Duties include, but are not limited to: Trains, plans, schedules, assigns, and reviews the work of the Central Office administrative personnel to comply with established deadlines and provides back-up support in all aspects of duties, as needed. Oversees and maintains all administrative files, the preparation and completion of centralized project files/records, and the release of information. Creates and maintains procedures to ensure effective and efficient operations of administrative department staff. Creates and maintains a variety of complex spreadsheets and databases for tracking of activities. Manages and processes travel accommodations, hotel, and conference registration for agency staff. Reviews, plans, and prepares credit applications, contracts, and business-related documents for various administrative services related to the agency's general business activities. Performs a variety of administrative duties with a minimum of supervision, including writing, reviewing and occasionally signing, correspondence for agency staff and attorneys. Acts as site coordinator for the AED program and ensures compliance of regulations/requirements. Assists in compiling reports and preparation of applications for submission to state, local and federal agencies, including Section 3 reporting. Takes complaints from clients or the public and directs them to the appropriate party. Coordinates the process of acquiring new properties, including escrow paperwork, property management contracts, and insurance procurement. Administers property, liability, and auto insurance programs, including claims resolution, and tracks and follows up on Incident Reports (not Workers Compensation). Provides assistance to the Human Resources Manager, including the scholarship and safety committees. Responsible for all aspects of the agency's Board of Commissioners meetings, including agendas, board packets, taking, transcribing and distribution of minutes. Prepares, takes and transcribes minutes from preconstruction conferences and safety committee meetings. Serves as Secretary for TMHSA Housing, Inc. Prepares notices and does minutes for public hearings, Hardship Meetings, informal meetings (upon request), and Resident Council meetings. Attends meetings and prepares minutes for Kaweah Management Company, La Serena Housing Development, Plano Development Corp. and TMHSA Housing, Inc. Other duties as assigned.

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 – Office Manager (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.