

Job description

The Executive Assistant provides administrative and operational support to the Executive Director. This position has access to confidential information related to the Board of Commissioners meetings, personnel actions, and general Authority business. Additionally, this position will assist with other special projects including recordkeeping and maintaining the Executive Director's files for correspondence. The ideal candidate is a motivated, flexible, analytical person who thrives in a complex environment. S/he should have effective communication and organizational skills which includes the ability to work independently, meet all required deadlines, multitask, attention to detail, time management and a strong desire to learn all aspects of a Public Housing Authority. This position reports to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicates and maintains all updates and changes in personnel policies and procedures. Ensures changes are provided to all staff and proper compliance is followed throughout the agency.
- Maintains knowledge of industry trends and legislation and ensures compliance at the federal and state levels.
- Ability to assemble and analyze information for the purpose of developing a proposed course of action and comprehensive solutions issues.
- Monitors management and employee compliance in accordance with the adopted policies.
- Maintains all contracts, personnel records, insurance documents and periodic reports.
- Maintains all personnel files in accordance with accepted business standards including records of attendance, leave accumulations and usage. Verify that leave accumulation usage is in conformance with the Authority's personnel.
- Maintains a filing system, which includes confidential information within the office of Executive Director, including training, insurance, personnel, safety concerns and other related management information and annual updates of all employee files.
- Proofread and format outgoing documents (e.g., emails, letters, memos, briefings, meeting summaries, and presentations). Assist with grant submissions.
- Arrange for transportation and lodging for out-of-city visits, meetings, or conferences, as required, or approved by the Executive Director.
- 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.
- Coordinate activities and provide all services necessary to produce complete Board agendas, annual calendars, minutes and coordinate all meetings.
- Serves as the Clerk for all Board meetings, types, and files all minutes for the meetings through Rhode Island Secretary of State portal.

- 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 websites.
- Ability to work on the production of all special projects including, but not limited to strategic planning.
- Maintains Authority library of HUD Handbooks, PIH Notices and program correspondence and guidance materials useful for the day-to-day operation of the Authority. ·
- Perform special projects/research as directed.

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.
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EDUCATIONAL LEVEL AND QUALIFICATIONS ·

- Bachelor's degree or 2 years' experience as an Executive Assistant
- Excellent oral and written communication skills.
- Strong command and proficiency of Microsoft Office programs, specifically Word, Excel, and PowerPoint.
- Strong organizational skills, ability to draft correspondence and memorandums based on limited instructions.
- Superior organizational skills, commitment to high-quality work products and attention to detail.
- Notary Public (preferred not required).
- Bilingual – Spanish (preferred not required).
- Ability to enter information in the database accurately and efficiently, specifically medical coverage software.
- Working knowledge of office procedures and practices and operating office machines such as a copier/scanner, calculator, fax, postage machines, etc.
- Ability to work harmoniously with CFHA personnel.

- Ability to work both independently and collaboratively in a fast-paced environment, simultaneously leading multiple projects and effectively prioritizing time and tasks efficiently.
- 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 a clear understandable manner with individuals in person (e.g., residents and staff) and on the telephone.
- Ability to understand and follow verbal and written instructions.
- Ability to work 35-hour week, weekends as needed, and attend monthly board meetings.

CERTIFICATIONS AND REGISTRATIONS ·

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

- Job Type: Full-time Pay: Commensurate with Experience
- Dental insurance
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule: Monday to Friday on Site