

January, 2019

**POSITION TITLE: ADMINISTRATIVE ASSISTANT**

**DIVISION/ASSIGNMENT: Administrative Services/Property and Asset Management**

**SUPERVISOR: Director of Human Resources and Administration  
Day-to Day Direction and Assignment by the Director of Property  
Asset Management**

**PURPOSE:** Administrative and technical support work of a complex, professional and responsible nature related to the overall day-to-day operations of the Property and Asset Management Department, including administrative support of all compliance issues at properties and mobile home parks. Position provides primary administrative support to the Director of Property and Asset Management.

**ESSENTIAL TASKS OF THE POSITION:**

1. Perform administrative and technical support work for the Director of Property and Asset Management.
2. Provide backup support to other Executive Management, Administrative staff and Department staff as needed or assigned.
3. Provide backup telephone and front desk coverage as needed or assigned.
4. Prepare and implement Affirmative Fair Housing Marketing Plans and coordinate the annual notices; coordinate property advertising for the Department.
5. Solicit bids for and coordinates contracted services; prepares contracts, obtains necessary documentation and maintains records relating to bidding and contracting for Department activities.
6. Organize and maintain records of required reports for the Department assist in preparation of various reports, including Low Income Housing Tax Credits, and ensure timely completion of reports.
7. Review delegated invoices for Department expenses and submit for payment.
8. Prepare and track replacement reserve requests.
9. Assist in the design and implementation of special programs.
10. Coordinate VOSHA hazardous materials inventory and reports and submit to appropriate agencies.
11. Coordinates annual fire extinguisher and elevator inspections for properties and VSHA offices.
12. Procures and maintains current first aid supplies for properties and VSHA offices.
13. Organize and maintain general and administrative files for the department.

14. Handle general information requests regarding Authority activities.
15. Perform errands to deliver and retrieve materials on an as needed basis.
16. Perform related work as required or assigned.

**SECONDARY POSITION TASKS:**

1. Assist in routine office procedures, including telephones, mail, maintenance, recycling, maintaining all office equipment, supplies, security, etc.

**ESSENTIAL POSITION REQUIREMENTS AND QUALIFICATIONS:**

**Education:**

1. Associates Degree in Secretarial Science.
2. Additional experience, as defined below, may be substituted on a year-for-year basis for the Associates Degree.

**Experience:**

1. Two to three years in an administrative/secretarial field, preferably in applied housing programs; including public contact.

**Skills and Abilities:**

1. Ability to rapidly develop a thorough knowledge of the functions, procedures, organization and governing laws and regulations of the Authority and meet goals and objectives set by the Authority within a specific time.
2. Ability to learn and adapt to extensive, complex rules, regulations and functions related to HUD, RD, LIHTC and mobile home parks; and apply them to daily responsibilities.
3. Knowledge of or ability to rapidly learn the use of word processing, spreadsheet, database and other computerized programs, including those by way of modem; dictation transcription equipment, general office equipment; minimum typing skills (55 WPM).
4. Ability to present a professional image at all times; possess an excellent telephone manner and ability to handle a variety of callers.
5. Ability to maintain confidentiality, exercise good judgment, courtesy and tact; communicate effectively orally and in writing; and establish and maintain effective working relationships with supervisors, coworkers, and the general public.
6. Possess strong organizational and communication skills; ability to coordinate multiple projects for Executive staff; prioritize work, work independently on assigned tasks, take initiative and make decisions within the framework of the position.
7. Ability to compose materials and correspondence on own initiative or with a minimum of instruction; type and proofread routine documents and forms.

8. Thorough knowledge of routine office procedures, English grammar, usage and spelling.
9. Knowledge of record and file maintenance procedures, and ability to devise and maintain detailed, thorough and accurate recordkeeping systems.

**Certifications/Registrations/Licenses:**

1. Must possess a valid driver's license, dependable private means of transportation, and carry liability insurance of at least \$50,000.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

1. Full-time position, 40 hours per week, exempt non-union.
2. Office and rare field environment.
3. Must be able to report to work on time and adhere to VSHA work schedules, rules and regulations.
4. Ability to bend over to low files and reach high files.
5. Ability to lift, carry, push, pull or otherwise move an object.
6. Walking, standing and driving for brief periods of time.

**EQUIPMENT USED:**

1. Computer, printers, typewriter, multi- and single-line telephones, TTY, FAX, copy machine, calculator, dictation transcription equipment and general office equipment.

**PAY CLASSIFICATION: Confidential – Non Union**