

WARREN HOUSING AUTHORITY

Administrative Assistant - Job Description

Purpose is to support daily office operations and provide comprehensive administrative, logistical, and operational support to various departments. This position facilitates effective communication and coordination across departments as well as external entities ensuring the Housing Authority functions efficiently and strategically.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed.

- Assume responsibilities in the office as directed by the Executive Director regarding telephone calls, emails, meeting the public, etc.
- Maintain the office inventory system, ordering supplies, upkeep of supply room.
- Maintain office file archives following Federal and State records retention procedures.
- Process open record requests following RI APRA.
- Preparation and facilitation of RFP's/RFPs process.
- Website management and upkeep.
- Coordinate and facilitate community programs with new and established partners.
- Schedule Resident Advisory Board meetings. Attend quarterly RAB meetings and transcribe minutes.
- Housing Choice Voucher Program and Public Housing filing and data entry.
- Facilitate and mediate communication with HCV clients and landlords, PH tenants and vendors.
- Prepare, review and complete HCV and PH file audits, interim examinations, and annual examinations.
- Prepare and facilitate HCV terminations, Informal Hearings, and end of participation certifications.
- Assistance in any other work the Executive Director may assign.

KNOWLEDGE, SKILLS AND ABILITIES:

The individual must possess the following knowledge, skills and ability or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

- Strong skills using computers with emphasis with Microsoft Word, Excel, Adobe professional and Website proficiency.
- Requires previous office experience working with the public in which the following skills were attained: effective telephone skills, ability to deal tactfully with a variety of people under constantly changing circumstance using tact and diplomacy, ability to prioritize tasks and work under minimal direction, ability to understand and follow complex verbal and/or written instructions, and familiarity with filing systems, and standard business machines (i.e., copiers, calculators, computer equipment, telephone systems, etc.). Knowledge of record keeping and retention schedules, is helpful but not necessary.
- Ability to learn and follow federal, state, and local regulations, policies and procedures of the Housing Authority. Ability to maintain confidentiality of participants, tenants, and landlords. Ability to work harmoniously with other employees. Knowledge of a second language helpful but not necessary.
- Reasonable knowledge of the community, social, and economic resources available to low income and elderly individuals with particular emphasis on resources as they apply to housing.
- Must be capable of performing a light lifting of up to 25lbs or more while in the office, predominately paper products, small office equipment, files.

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Experience and Training:

- Experience in the performance of administrative office work and past experience in a professional office environment.
- Must have a High School Diploma or equivalent.
- Will be required to pursue Section 8 and Public Housing Certifications, as needed.