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**Position Description**

**Cullman Housing Authority (CHA)**

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| **Position Title:** | Housing Administrative Assistant  | **Department:** | Public Housing  |
| **Reports to:** | Director of Operations | **Employment Status:** | Full-Time |
| **FLSA Status:** | Exempt | **Salary:** | $36,890.40 |

**HOW TO APPLY:**

To be considered for this exceptional career opportunity, please submit your cover letter, and a detailed resume to:

Email: careers@cullmanha.com

Recruitment closes Tuesday, April 30, 2024.

**About Cullman Housing Authority**

The Cullman Housing Authority is a public housing authority chartered under the laws of the State of Alabama in 1949. The Authority is governmental in nature, but is not a part of the general city, county, or state government. Historically, the Authority is best known for administration of traditional housing programs including the Public Housing and Housing Choice Voucher (Section 8) programs. We aim to create a foundation for low to moderate income individuals, families, and seniors to thrive. Our goal is to promote self-sufficiency and improve the quality of life within the communities we serve.

**Position Summary**

Under the direction of the Director of Operations or as directed by the Executive Director, the Housing Administrative Assistant, this staff support position performs a variety of administrative and clerical duties for the agency. Some functions include those of a receptionist, cashier, secretarial and clerical assignments, and others include some accounts payable functions.

This position provides coordination and oversight of all payments for the purchase of goods and services and other related general accounting tasks, as required. This position shall also serve as the Administrative Assistant to the Executive Director and from time to time, shall provide backup and other support services for staff as needed.

**Essential Duties and Responsibilities**

*This job description should not be interpreted as all-inclusive. 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, including work in other areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*

* Assist the Authority in day-to-day operations including, answer telephones, filing, copying, scanning, uploading, faxing, mailing, assisting program staff, tenant/applicant questions, collect and account for rents and greet visitors in a business-like, friendly, positive, professional manner and direct to appropriate department staff.
* Complete various tenant record activities for bank and tenant account reconciliations and audit purposes as required.
* Receive and accurately input work-order requests. Prepare weekly reports on all requests for maintenance indicating incomplete/complete work orders.
* Maintain inventory of assets.
* Maintain accurate filing system for all invoices and vender information, most materials deemed to be of a confidential nature.
* Respond to all vendor inquiries in a timely manner.
* Maintains schedule of maintenance contracts and leases for office and other equipment.
* Secures and transmits routine information on Agency programs as directed.
* Use good judgment in decision-making situations to assist and explain programs to applicants, waiting list status by telephone and/or walk-ins, and direct the public to the proper departments.
* Types correspondences, prepares and compiles reports which include gathering data from relevant sources and classifying that data in proper order for distribution.
* Takes dictation, composes, prepares, and proofreads confidential correspondence, reports, summaries, memoranda, and forms from verbal direction, relevant information from a variety of sources, or knowledge of Agency policy and procedures and presents the information in a clear and understandable format.
* Manages all Board of Commissioners meeting activities, including taking board minutes and recording them into the records, prepare and upload board documents into ShareFile for all Board of Commissioners Meetings, setup and attend Board Meetings.
* Maintains calendar for the Executive Management scheduling appointments, meetings, and conference calls as required, and coordinates the overall daily operations of the Executive Office.
* Arrange travel/training registration for the Executive Director, Board, and senior management staff including reservations, preparation of itinerary, and other related documentation.
* Perform all other related duties as requested in support of all departments.
* Supports the program staff with new applicant files, update applicant/participant data, annual recertifications, top of list paperwork, etc.
* Assist with updating CHA’s social media accounts as needed.
* Assignments will vary dependent upon the current business needs.

**Job Competencies**

* Must possess sound basic planning, scheduling, and organizing skills.
* The ability to develop and/or prepare complex documents timely and accurately.
* Must have strong computer skills and be competent in the use of basic office equipment.
* The ability to work with a variety of people, under stressful circumstances.
* Strong conflict resolution skills are desirable.
* Knowledge of eligibility requirements for public housing and Housing Choice Voucher programs
* Must be well organized and able to give attention to multiple tasks in short periods of time with strong attention to details.
* Must have excellent interpersonal skills and the ability to communicate effectively, verbally and in writing with people from a broad range of socio-economic backgrounds is required.
* The ability to establish and maintain effective working relationships with coworkers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials is required.

**Qualifications**

* Associate degree in Public Administration, Business Administration or a closely related field from an accredited college or university and two (2) years of responsible administrative or office experience or an equivalent combination of education, training, and experience resulting in the ability to fulfill the essential job duties of the position.

**Technical Skills**

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

**Other Requirements**

* Valid Driver’s License in good standing and the ability to be insurable under the CHA’s automobile insurance plan at the standard rate.
* Employment is contingent upon a satisfactory review of an applicant's criminal background check.

Affirmative Action/Equal Opportunity employer.