

# Housing Authority of the County of Tulare

## Job Description

**Job title:** EXECUTIVE ASSISTANT

**Work Location:** One or more of the agency office locations located in Tulare County

**Department:** ADMINISTRATION

**Reports to:** HUMAN RESOURCES/OFFICE MANAGER

☒ **Full-time**  
☐ **Part-time**

☒ **Exempt**  
☐ **Nonexempt**

**DEFINITION:** To provide assistance to the executive director of the Housing Authority for standard, routine and delegable administrative tasks. Provide coordination of the various aspects of all projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under direction, to provide assistance in all aspects of day-to-day, short-and long-range administration of the Housing Authority.

- Plans, coordinates and monitors the completion of all routine work on a daily basis.
- Supervises and trains the administrative-office clerical personnel in all aspects of Housing Authority functions.
- Monitors, distributes and provides follow-up on all incoming and outgoing correspondence. Performs a variety of administrative duties with a minimum of supervision, including writing, reviewing and occasionally signing, correspondence.
- Responsible for all aspects of the agency's Board of Commissioners meetings, including agendas, board packets, taking, transcribing and distribution of minutes.
- Prepares legal correspondence and documents for the agency's attorney.
- Takes and transcribes minutes from preconstruction conferences and safety committee meetings. Maintains all administrative files.
- Assists in compiling reports and preparation of applications for submission to state, local and federal agencies, including Section 3 reporting.
- Serves as Secretary for TMHSA Housing, Inc.
- Completes miscellaneous credit applications for agency.
- Prepares landscape contracts and maintains updates.
- Prepares backflow testing reports.
- Prepares utility allowance forms and updates.
- Prepares rent-increase notices for projects with utility allowances and provides them to area managers, accounting and occupancy.
- Acts as site coordinator for the AED program and ensures compliance of regulations/requirements.
- Provides insurance coverage for new properties and filing insurance claims.
- Prepares notices and does minutes for public hearings and Resident Council meeting.
- Attends meetings and prepares minutes for Kaweah Management Company, La Serena Housing Development, Plano Development Corp. and TMHSA Housing, Inc.
- Provides assistance to the Human Resources Manager, including the scholarship committee.
- Translates into Spanish correspondence for Central Office and area offices.
- If and when necessary, provides back-up assistance at the front desk, including answering telephones, greeting the public, directing the public to proper resources or service organizations.

- Opening, date-stamping and distributing the incoming and interoffice mail.
- Helping with daily inspections and work orders for central office maintenance staff.
- If necessary, provides back-up assistance for the Office Assistant.

**MARGINAL FUNCTIONS:** Performs related work as required or delegated.

**EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:**

- High School education or GED equivalent.
- 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.

**KNOWLEDGE OF:**

- Modern office methods and practices, including word processing and spreadsheets.
- Good usage of the English and Spanish languages 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.
- Computer literate in MS Office software.

**DESIRABLE QUALIFICATIONS:**

- 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.
- Regular attendance required.

**LICENSES/CERTIFICATES:**

A valid California driver's license and acceptable DMV record.

**Adopted: 2/2024**