

HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Position Description

Classification: Administrative Assistant – Operations

Supervisor: Director Housing Enterprise Operations

Effective Date: August 9, 2016

Position Description

Performs difficult and varied secretarial and clerical work including extensive use of the computer and various computer programs. An employee in this class is required to have thorough knowledge of departmental operations, policies and procedures. Duties include handling various workload assignments with speed, accuracy and recognition of priorities. Work requires skill in dealing with the public and other Authority personnel and the ability to compile report data of a technical, statistical, and confidential nature. Employee is required to work independently.

Major Duties and Responsibilities

1. Acts as receptionist and secretary for Operations Department personnel requiring technical knowledge of policies and procedures. Takes and transcribes oral dictation. Initiates and composes correspondence as needed. Receives and screens calls and callers. Make appointments for Director Housing Enterprise Operations. Take and deliver accurate phone messages for co-workers.
2. Does preparatory work for monthly meetings of the Board Commissioners meetings, including typing, preliminary and final reports, Resolutions and compiling data for reports.
3. Responsible for compiling the Remote Operations' Board Folders in a timely manner prior to board meetings and submit internal financial report.
4. Maintains departmental correspondence, statistical and operating records. Types correspondence, reports and questionnaires, newsletter, travel expense forms, and statistical records for conferences and meetings. Maintain accurate departmental time sheet and related documentation. May also be required to arrange all travel accommodations for multiple employees.
5. Maintains inventory of office supplies, and requisitions as necessary. May maintain inventory records on all equipment and appliances. Compiles and prepares monthly and other periodic departmental reports. Maintains fiscal and administrative records.
6. Assists Directors, Housing Enterprise Operations Manager and Department Managers in assembling, laying out and editing reports and informational materials. May prepare graphs and statistical illustrations. Maintains up-to-date mailing lists.
7. Provides administrative assistance to Housing Managers as needed.
8. Maintains special office records as well as maintaining records of receiving reports.

9. Files Minutes.
10. Performs related duties as required, which includes filling in at the reception desk, greeting visitors and answering the switchboard as needed.
11. Provides assistance to other departments as needed.
12. Performs related duties as required.

Required Knowledge and Abilities

1. Considerable knowledge of business English, spelling, and arithmetic.
2. Considerable knowledge of modern office practices, procedures, equipment, and of standard clerical procedures.
3. Considerable knowledge of the policies, procedures, terminology, and functions of the Columbus Housing Authority.
4. Skills in taking and transcribing oral dictation.
5. Ability to make decisions and set priorities on volume of secretarial work, recognizing established procedures, practices, and systems.
6. Ability to understand and follow oral and written instructions.
7. Ability to prepare clear and concise reports.
8. Ability to deal courteously and tactfully with the public and to establish and maintain effective working relationships with other employees and management.
9. Ability to make arithmetic computations with accuracy and to compile data for departmental records
10. Ability to establish and maintain effective working relationships with other employees, officials, and tenants, and to work harmonious with groups and organizations in the community.
11. Ability to plan, organize and follow-up on assignments to completion.
12. Ability to remain flexible in accepting further responsibility, learn new processes, and seek ways to work more efficiently.

Minimum Education, Training, and/or Experience

Graduation from standard high school or vocational school, including or supplemented by courses in typing, shorthand/dictation, and general office practices with at least three years' experience in varied stenographic and clerical operations, preferably for an executive or any equivalent combination of training and experience. Considerable experience with computer programs.

Special Requirements

1. Possession of a valid State of Georgia or Alabama Class I motor vehicle operator's license.
2. Must be insurable by Authority's Fleet insurance carrier.
3. Must be bondable.
5. Ability to obtain Notary within 6 months of date of hire.
6. Must successfully pass a drug and alcohol screening.