



HOUSING AUTHORITY OF THE COUNTY OF CHESTER

Position Title:	Executive Assistant	Position #:	
Effective Date:		Revised Date:	
Reports to:	President/CEO	Supervises:	N/A
Employment Status:	Full-Time	Pay Grade:	
		FLSA Status:	Non-Exempt

Position Summary: Under the direct supervision of President/Chief Executive Officer, the primary purpose of this position is to provide a wide range of highly confidential, complex, and responsible executive-level administrative support. The incumbent is responsible for managing the daily administrative functions for the Executive Office.

- Essential Duties:**
- Anticipates the needs of supervisor and prepares information, agendas, materials, and reports needed by the President/CEO, conferences, appointments, telephone calls, and meetings.
 - Coordinates communications and information and works with others to assure compliance with timelines pertaining to requests for information and service.
 - Identifies urgent and critical correspondence, incoming phone calls, other inquiries, and coordinates their response.
 - Receives, screens and routes telephone calls; receives visitors; answers questions, and refers communications to the appropriate staff members.
 - Composes documents and correspondence on a variety of matters to support the President/CEO.
 - Balances conflicting priorities in order to manage workflow, ensure the completion of essential projects, and meet critical deadlines
 - Receives, screens, and routes communications to the President/CEO, including telephone calls and email messages.
 - Receives and greets visitors, answers questions, and refers inquiries to appropriate staff and schedules appointments as appropriate.
 - Attends Board of Commissioners meetings, takes and transcribes minutes, and oversees preparation and distribution of Board packets and notices.
 - Coordinate meeting agendas for Board of Commissioners meetings; prepare meeting notices; coordinate meeting logistics; prepare minutes; follow up on meeting requests from Commissioners or the public in accordance with State and Housing Authority standards.
 - Develops and implements efficient office procedures. Establishes and maintains effective filing systems for official documents, contracts, reports, and records including records of a confidential nature.
 - Determines, prioritizes, and schedules the President/CEO's internal and external meetings, daily schedule, and community functions in addition to coordinating the preparation of needed materials.
 - Coordinates out-of-town travel arrangements for the President/CEO and other HACC staff. Processes and reconciles related expense statements for all HACC travelers.
 - May attend meetings with senior staff and prepare agendas. May attend a variety of other meetings or functions representing the President/CEO.
 - Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of the general operations and procedures of HACC departments, properties, and HUD housing programs.
- Knowledge of HUD, federal, state, and local laws and regulations, as well as HACC policies and procedures related to the position.
- Knowledge of the principles and practices of budget development and administration.
- Knowledge of generally accepted business principles, practices, techniques, and data processing functions.
- Proper application of the English language in spelling, grammar and punctuation.
- Knowledge of the principles and procedures of record-keeping.
- Experience in taking meeting minutes and preparation of summary reports.
- Ability to perform responsible and difficult administrative work involving the use of sound independent judgment and personal initiative.
- Ability to perform duties at a speed necessary for successful job performance.
- Ability to work effectively under pressure in a fast-paced environment.
- Reliable with a proven reputation for being consistently dependable.
- Exceptional customer service to landlords and a diverse population of internal and external stakeholders and clients.
- Adaptability to changing business needs, conditions, and work responsibilities.
- Ability to respond to change with a positive attitude and a willingness to learn new ways to accomplish work activities and objectives.
- Proficiency in using MS Office applications including Word, Excel, Outlook and the internet; skill and ability to learn and use agency Management Information Systems and peripheral equipment.

Education and Experience:

Bachelor's Degree in business administration, public administration, or related field and a minimum of three (3) years of experience providing executive-level office support. An equivalent combination of education and experience may be considered.

Meeting, calendar, time, and event management experience preferred.

Key Competencies:

A willingness to learn about housing authorities. Demonstrated ability to create and employ process improvements.

Physical Demands & Work Environment:

- Work can be sedentary but also involves physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.
- Must be able to sit or stand for up to eight hours while performing work duties.
- Must be able to bend, stoop, push, and pull in the performance of office-related duties.
- Must be able to use fingers bilaterally and unilaterally to operate office equipment.
- Must have vision and hearing corrected to be able to perform essential job functions.
- Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
- Must be able to lift up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Approvals:

This job description has been approved by the following levels of management:

President/CEO: _____ Date: _____

Paul Diggs

Executive Vice President: _____ Date: _____
Debra Johnson

The employee's Signature below constitutes the employee's understanding of the requirements, essential functions, and overall duties of the Veteran's Affairs Supportive Housing (VASH) Coordinator position.

Employee's Name (Print): _____ Date: _____

Employee's Signature: _____