



*HUD Certified Housing Counseling Agency*

## **ADMINISTRATIVE HUMAN RESOURCES SPECIALIST**

The Ocala Housing Authority is seeking a qualified person to join its team as an **Administrative Human Resources Specialist**. This position requires specialized and confidential office support work, assisting management in administrative matters. Duties may include preparation of correspondence; assistance with board activities, and heavy emphasis on preparation of minutes; payroll processing; arranging complex and detailed travel; organizes events, meetings or conferences by arranging facilities and caterers; and performs other duties as assigned. Also, this person must be able to work independently and complete assigned tasks with minimal supervision.

**MINIMUM QUALIFICATIONS:** Graduation from a two-year college program in the area of business administration, public administration, accounting, finance, management or related subject area, and five years of progressive responsible administrative experience in a municipal housing program, financial institution, real estate firm, non-profit corporation, housing developer or related area; OR an equivalent combination of training and experience which provides the required knowledge, ability, and skills. **MUST** be motivated, organized, personable, can multi-task, dependable, good at problem solving, have the ability to establish effective working relationships with clients, other staff and the general public, display professionalism, and type 50 cwpm. Candidate must be proficient with WORD, EXCEL, Outlook and Publisher, and can navigate on the internet efficiently. The successful candidate should possess high integrity, exemplary work ethics, confidentiality and good written and oral communication skills. A typing skills assessment, along with Word and Excel assessments will be administered to determine the most qualified applicants.

If you meet these qualifications, please mail: **cover letter, resume', application, and three (3) verifiable work references**, to the attention of: Ms. Glenda Roberts, Human Resources Director, Ocala Housing Authority Administrative Office, 1629 NW 4<sup>th</sup> St, Ocala, FL 34475. You may also fax or email to Ms. Roberts at 352-369-2648 or [GRoberts@OcalaHousing.org](mailto:GRoberts@OcalaHousing.org). Applications and job description are available on the OHA's website at [www.OcalaHousing.org](http://www.OcalaHousing.org). **Salary: \$16 per hour, plus EXCELLENT BENEFITS.** Successful candidate must pass a criminal background check screening. Position is open until filled.



*Drug-Free Workplace*



***COME GROW WITH US!!***



## **JOB DESCRIPTION**

### ***Administrative Human Resources Specialist***

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#### **Nature of Work**

This is specialized and confidential office support work, assisting the Human Resources Director and CEO in administrative matters.

#### **Classification Standards**

The Administrative HR Specialist reports directly to the HR Director and provides assistance to members of the Executive Management staff. Duties may include clerical assistance with correspondence; assistance with board activities; and secretarial support, as well as routine office related functions.

#### **Essential Job Functions**

- Performs complex and confidential secretarial functions, including developing and typing recorded dictation or written correspondence. Responds to routine external correspondence. Type's memos, purchase requisitions, board minutes, department head minutes, staff meeting tasks lists, and other department forms and documents.
- Keeps Agency in compliance with labor relations laws posters.
- Organizes events, meetings or conferences by arranging facilities and caterers.
- Compile, convert, and upload corporate board packets for board meetings monthly.
- Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings for all OHA staff and Commissioners.
- VISA processing and reconciliation
- Payroll processing.
- Assist HR Director with personnel file maintenance.
- Conducts research for HR.
- Opens and distributes CEO's mail (excluding Internal Revenue Service (IRS), banking, Department of Revenue (DOR), Florida Department of Economic Opportunity (DEO).
- Prepares employee incentives, recognition as needed for milestones, birthdays, and flowers.
- Performs other duties as assigned.

"This opportunity is covered under Section 3 of the HUD Act of 1968"

**JOB DESCRIPTION**  
***Administrative Human Resources Specialist, Continued***

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem solving—the individual identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Interpersonal skills—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations and demonstrates group presentation skills.
- Written communication—the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information.
- Planning/organizing—the individual prioritizes and plans work activities and uses time efficiently.
- Quality control—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—the individual observes safety and security procedures and uses equipment and materials properly.
- Customer service—the individual must possess good customer service skills.

**Minimum Qualifications**

Graduation from a two-year college program in the area of business administration, public administration, accounting, finance, management or related subject area, and five years of progressive responsible administrative experience in a municipal housing program, financial institution, real estate firm, non-profit corporation, housing developer or related area; OR an equivalent combination of education, training and experience which provides the required knowledge, ability, and skills. Type 50 cwpm.

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client's file, or if it will be assigned to another employee.

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**JOB DESCRIPTION**  
***Administrative Human Resources Specialist, Continued***

Employee Signature: \_\_\_\_\_ / Date \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ / Date \_\_\_\_\_

Approved by:

\_\_\_\_\_/ Date \_\_\_\_\_  
Chief Executive Officer Signature

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.



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