



HUD Certified Housing Counseling Agency

EXECUTIVE ASSISTANT

The Ocala Housing Authority (OHA) is seeking a qualified person to join its team as an **Executive Assistant**. This position requires strict confidentiality, discretion, and excellent interpersonal skills. This employee serves as personal assistant to the Chief Executive Officer (CEO) and requires considerable initiative in carrying out assignments. The individual reports to and is supervised by the CEO.

MINIMUM QUALIFICATIONS: Graduation with a verifiable Bachelor's degree from an accredited four-year college or university in the area of business administration, public administration, accounting, finance, marketing, management or related subject area, and five years of progressive administrative experience in a municipal housing program, financial institution, real estate firm, non-profit corporation, housing developer, legal firm or related organization; A minimum of five years of customer service experience; Type a minimum of 50 wpm; **OR** an equivalent combination of training and experience; and a valid Florida Driver's License.

Candidate **must** be experienced and competent with transcribing meeting minutes; motivated, organized, personable, can multitask, dependable, have the ability to establish effective working relationships with clients, other staff and the general public; and display professionalism. Candidate must be competent in Microsoft Office Suite (an assessment will be given) and can navigate on the internet efficiently. The successful candidate should possess high integrity, exemplary work ethics, be organized, and possess excellent written and oral communication skills.

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 4th St, Ocala, FL 34475. You may also fax or email to 352-369-2648 or GRoberts@OcalaHousing.org. Applications and job description are available on the OHA's website at www.OcalaHousing.org. Salary: \$40,000 - \$45,000 per year plus EXCELLENT BENEFITS and 4-10 hour/day workweek. Successful candidate must pass a criminal background check. **THE POSITION WILL BE OPEN UNTIL FILLED.**

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



Drug-Free Workplace



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JOB DESCRIPTION

EXECUTIVE ASSISTANT

FLSA Status:

Non-Exempt

Employment Status

Full-time

Nature of Work

This position requires strict confidentiality, discretion, and excellent interpersonal skills. This employee serves as personal assistant to the Chief Executive Officer (CEO) , and requires considerable initiative in carrying out assignments. The individual reports to and is supervised by the CEO.

This position is responsible and varied professional and administrative work, providing executive support to the Chief Executive Officer (CEO). The incumbent assigned to this position is responsible for developing Ocala Housing Authority (OHA) Board Agendas and directing the agenda coordination process on behalf of the OHA by exercising sound judgment, excellent organization, and decision-making skills.

Classification Standards

An employee assigned to this classification is responsible for preparing, reviewing, and processing correspondence, preparing, and coordinating reports and requests, developing, and organizing programs, and assisting the CEO with policy formulation and implementation. Work is performed independently under the general direction of the CEO and is reviewed through reports, conferences and observation of results obtained.

Essential Executive Assistant Job Functions

- Serves as staff support to the Chief Executive Officer.
- Schedules and maintains Chief Executive Officer's calendar of appointments and meetings. Makes travel arrangements using the appropriate forms and documents.
- Conducts studies and surveys to collect information on operational and administrative problems. Reviews findings and recommends practical solutions and corrective action.

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JOB DESCRIPTION

Executive Assistant, Continued

- Prepares correspondence relating to agency operations for supervisor's signature.
- Researches and prepares monthly, special, and annual reports.
- Follows up on assignments to subordinates to determine progress and date of completion of projects.
- Coordinates and supervises administrative programs as assigned by the Chief Executive Officer.
- Responds to public inquires and refers problems to appropriate department or staff member.
- Attends work on a continual and regular basis.
- Serves as liaison to the OHA Board of Commissioners.
- Prepares the timely distribution of OHA Board agenda packets and the Notice of Public Meetings.
- Coordinates the recruitment process for new OHA Board of Commissioners and committees.
- Prepares Board resolutions, proclamations, and draft policies, procedures, and reports.
- Acts as the OHA Records Management Liaison Officer to the State Bureau of Archives and Records Management.
- Researches and prepares information and material for monthly, special, and annual reports and presentations; follows up on assignments delegated by the CEO to employees to determine progress and date of completion of such projects.
- Maintains, updates, distributes, interprets, and maintains a library of current information on OHA policies and programs and assists the CEO in formulating new policies and procedures.
- Coordinates and maintains CEO's schedule; OHA Board of Commissioners' schedules and coordinates schedules with outside agencies as needed.
- Conducts studies and surveys; reviews and reports findings and prepares recommendations for alternative methods of action.
- Creates and maintains filing systems for the CEO.

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JOB DESCRIPTION

Executive Assistant, Continued

- Serves as the Public Information Officer
- Assists in the development of administrative notices, flyers, brochures, newsletters, media releases, news articles and other informational materials about programs and services.
- Processes travel requests; makes travel arrangements; processes reimbursements for travel.
- Schedules meetings, workshops, and other work sessions
- Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other agency departments and outside agencies as needed.
- Provides professional advice to CEO.
- Prepares a variety of departmental studies, reports, and related information for decision- making purposes; conducts research and analysis and prepares recommendations.
- Provides administrative assistance to CEO in meeting management; assembles background materials, prepares agendas and records action items for various meetings.
- Prepares drafts of speeches, presentations, resolutions, and administrative policies as assigned.

Non-Essential Job functions

Audit case files: Reviews case files to ensure that all required documents are completed and placed in files.

Minimum Qualifications

Graduation with a verifiable Bachelor's degree from an accredited four-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 organization; and A minimum of 5 years of customer service experience; OR an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

Licenses/Certifications

Valid Florida Driver's License

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JOB DESCRIPTION

Executive Assistant, Continued

Selection Factors

- Ability to type a minimum 50 wpm.
- Competent in Microsoft Office Suite. An assessment will be given.
- Knowledge of sources of information related to housing programs.
- Some knowledge of principles and techniques employed in an effective office administration, and human resources management.
- Ability to communicate effectively and professionally, both orally and in writing.
- Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, and the general public.
- Excellent customer service and interpersonal skills are required.
- Ability to maintain security and strict confidentiality.

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.

OHA is an employment at-will employer. This basically means that anytime during my employment, I may resign, if it is in my best interest. The OHA has a commensurate right to protect the OHA's best interest.

Employee: _____ / Date _____

Human Resources Department: _____ / 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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