



Administrative Assistant Position Description

Department: Executive Office
FLSA Status: Full-time, Non-Exempt
Reports To: Executive Office Manager
Benefits: Full

Description:

This position provides administrative support to the Executive Director and Senior Management team. Duties include general clerical and project based work. The incumbent will project a professional company image through in-person and phone interaction.

Duties:

ESSENTIAL DUTIES

The statements contained below reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.

An essential function is a duty or responsibility that is critical or a unique component of the job and is required to be performed with or without reasonable accommodations.

- Answer telephones and inquiries, take messages, and/or transfer calls to appropriate staff member.
- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office and Excel.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Maintain department records and files, both electronic and hard copy.
- Create and duplicate various departmental forms.
- Prepare and edit reports, memos and correspondence.
- Perform research as required for report preparation.
- Act as Board Secretary during board meetings as assigned.
- Prepare minutes of the meetings of the board of commissioners and boards of directors.
- Prepare board reports and packets for review and distribution
- Prepare public notices as required.
- Support staff in assigned project based work.
- Perform related duties and responsibilities as required.

CORE COMPETENCIES

The following personal attributes are considered essential requisites for effective performance of the holder of this position.

- **Problem Solving Expertise:** Identifying and defining problems/goals including scope and sequence of priorities for attainment; selecting and implementing alternative solution strategies; and supervising resources, constraints, and contingencies.

- **Positive Thinking & Attitude:** Maintains a positive work environment by creating job motivation, remaining enthusiastic about taking challenges, demonstrating an “I care” attitude, approaching others in a pleasant, happy, upbeat manner, and always finding the positive aspect of a negative situation; ability to resolve conflict in positive ways.
- **Communicates Effectively:** Presents ideas and influentially through various means; identifies/shares important information in a timely manner; appears knowledgeable and confident in communicating information.
- **Work Ethic:** Dependable and meets commitments by exhibiting willingness to put in extra hours or extra effort to get the job done; available and presentable for work on a consistent and timely basis.
- **Organization:** Develops plans to achieve objectives by identifying resources needed, time allocations, and anticipated obstacles; utilizes planning tools and methods for prioritizing, organizing and following through.

Qualifications:

MINIMUM REQUIREMENTS

- An Associate’s Degree from an accredited college or university required.
- A minimum of five (5) years of experience working for senior management level staff in an administrative support capacity. Board experience desired.
- Florida Class “E” driver’s license and be insurable by PCHAs liability and fleet insurance carrier.

QUALIFICATION PROCEDURES

Applications will be reviewed for relevant experience, education and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral or performance examinations. Responses to supplemental questions are required if applicable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern office practices, procedures, and secretarial techniques.
- Effective business English, spelling, and arithmetic.
- Draft correspondence without grammatical or spelling errors.
- Various office machines and equipment and their functions.
- PC, word processing, and spreadsheets.
- Basic accounting terminology and/or procedures.
- Business mathematics and bookkeeping.

Ability to:

- Handle large number of telephone calls and office visitors with ease and accuracy.
- Make decisions in accordance with policies and regulations and to apply these to work problems.
- Handle heavy workload conditions calmly and efficiently.
- Be highly organized for fast-paced environment.
- Apply commonsense understanding to carry out instruction furnished in written, oral, or diagram form.

- Effectively present information in one-on-one and small group situations to customers, clients and other employees of the Authority.
- Make rapid and accurate mathematic computations in adding, subtracting, multiplying and dividing in all units of measure, using whole numbers, common fractions and decimals.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Office environment.
- Occasionally driving a vehicle to conduct work.
- Work Monday – Friday, some overtime hours may be required, hours to be determined.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials and to drive.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Operate mailing and other equipment.
- Contact with dissatisfied or abusive individuals.

ADA STATEMENT

In compliance with the Americans with Disabilities Act, the Pinellas County Housing Authority will make reasonable accommodations to the known disability of a qualified applicant or employee to enable people with disabilities to enjoy equal employment opportunities, if it would not impose an “undue hardship” on the operation of the employer’s business.

ETHICS

As a governmentally funded agency, PCHA is committed to maintaining the highest of ethical standards. Applicants selected for employment are expected to perform work responsibilities with the highest degree of integrity, professionalism and honesty, to merit the respect of co-workers, clients, partners, vendors and the general public. Applicants selected for employment are also expected to serve the public with dedication, concern, courtesy and responsiveness.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.

PCHA is an Equal Opportunity Employer.

To apply, please send your resume to Human Resources via email, employment@pinellashousing.com or via fax at (727) 489-0779.