



Warner Robins Housing Authority

112 Memorial Terrace
Warner Robins, Georgia 31099
(478) 929-0229 FAX (478) 329-9347

TITLE: Executive Assistant

DEPARTMENT: Administrative Services a

This is a **Non-Exempt Position**

JOB SUMMARY: This position provides administrative support to the Chief Executive Officer and the Board of Directors.

MAJOR DUTIES:

- Receives and makes telephone calls for the Chief Executive Officer ;
- Assists in the maintenance of administrative files;
- Maintains maintenance records for all office equipment;
- Makes appointments for the Chief Executive Officer;
- Makes travel reservations for the Chief Executive Officer and the Board of Commissioners;
- Administers the supply budget; purchases supplies as needed;
- Coordinates Board of Commissioners meetings: attends meetings;
- Prepares correspondence;
- Oversees the assimilation and organization of materials for Board of Commissioner meeting packets; transcribes minutes, prepares agendas, composes resolutions for consideration, and works with department heads to gather information;

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of standard office practices and procedures.
- Knowledge of HUD and Authority regulations.
- Knowledge of computers and other modern office equipment.
- Skill in the preparation of correspondence and reports.
- Skill in the provision of services to visitors and callers.
- Skill in oral and written communication

SUPERVISORY CONTROLS: The Chief Executive Officer assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES: Guidelines include Authority rules, policies, and HUD guidelines. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative duties. Strict deadlines contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide administrative support to the Chief Executive Officer and the Board of Commissioners. Successful performance contributes to the efficiency of Authority operations.

PERSONAL CONTACTS: Contacts are typically with city personnel, co-workers, elected and appointed officials, and members of the public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, or provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of various positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.