

POSITION DESCRIPTION

PERSONNEL ADMINISTRATOR/ ADMINISTRATIVE ASSISTANT

DATE: June 2018

POSITION GRADE: 2

REPORTS TO: Chief Housing Officer

POSITION SUMMARY: This is a skilled secretarial and/office management support position who also serves as the Personnel Administrator for the Authority. The employee is required to perform technical and complex tasks requiring higher skills, abilities and knowledge than clerical skills. Work assignments may involve performing tasks that require accurate typing, developing work methods and procedures, interacting with vendors and tenants and completing special projects as assigned.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE:

1. Prepares new hire packets and assist new employees with completion of new hire paperwork.
2. Coordinate the enrollment or changes in benefit packets including retirement.
3. Maintain all employee files and coordinate FMLA and ADA accommodations.
4. Post employment vacancies internally and place employment ads externally as needed.
5. Sit on interview panels when requested by Executive Director, or the Chief Financial Officer, or the Chief Housing Officer.
6. Assist in the development, maintenance, interpretation and provisions of information about personnel policies, procedures and employee benefit plans.
7. Timely research and respond to employee request for information about benefits.
8. Maintain shared leave pool balance and serve on shared leave committee.
9. Prepare and receive bid proposals for all Authority insurance policies and maintains insurance file.
10. Submit and monitor all insurance claims including worker's compensation after review by Executive Director, or the Chief Financial Officer, or the Chief Housing Officer
11. Prepares quarterly safety presentations for maintenance staff and annual training for all staff.
12. Conduct research and compose replies to correspondence, detailed activity reports, memoranda, etc. for other's signature.

13. Accumulates and reviews information to prepare draft PHAS and SEMAP certification.
14. Prepare or assist in the preparation, calculation, typing, proofreading of documents and files and releases those documents only after review from the Executive Director, or the Chief Financial Officer, or the Chief Housing Officer.
15. Research and gather source material for the preparation of reports, articles, budget, speeches or other purposes. Draft reports when requested.
16. Prepares reports when requested and distribute only after review by Executive Director, or the Chief Financial Officer, or the Chief Housing Officer
17. Responsible for timely updating the Personnel Policy, ACOP, Administrative Plan, PHA Plan, and Family Self Sufficiency Manual with approval by Executive Director or Chief Housing Officer before released.
18. Create forms, brochures, spreadsheets, handouts and postings for approval by Executive Director, or the Chief Financial Officer, or the Chief Housing Officer.
19. Maintain a list of all contracts with a calendar of expiration dates and bid timelines and notify Executive Director, Chief Housing Officer, Chief Financial Officer and Maintenance Supervisor.
20. Attend and/or participate in various meetings or fairs related to Housing Authority business during and after normal business hours.
21. Record and prepare a transcript at informal hearings.
22. Serve as an informal hearing officer when assigned by Executive Director.
23. Review/monitor security video footage for managers or police and save necessary images.
24. Request police incident reports showing criminal activity on Housing Authority property.
25. Conduct file reviews monthly for each Housing Manger's property and provide a log showing the results to the Housing Supervisor.
26. Prepare monthly and weekly vacancy reports.
27. Provide back up to Executive Assistant/Receptionist when requested by Executive Director.
28. Schedule use of community rooms.
29. Run company errands as needed.
30. Serve as a notary.
31. Completes special projects as assigned.
32. Performs related work as required.
33. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the provisions and methods of application of personnel policies in general and ability to learn the policies of the Authority.
2. Experience with Microsoft Office Suite with expertise in Word, Excel and Power Point.
3. Comprehensive knowledge of business English, spelling, arithmetic, punctuation, filing, proofreading, and grammar with an attention to detail to ensure accuracy.

4. Ability to learn the practices, procedures, systems and policies of the Housing Authority and ability to interpret them concisely and accurately to the public and employees.
5. Ability to carry out continuing assignments requiring the organization of material, the preparation of reports and compliance with Housing Authority policies and procedures.
6. Ability to utilize general office machines and the JCHA computer systems to perform a variety of assigned tasks.
7. Ability to use resourcefulness and tact in all situations.
8. Ability to establish and maintain effective working relationships with other employees, department heads, vendors, contractors and the general public.
9. Ability to maintain confidentiality of documents, records and information.

EDUCATION AND EXPERIENCE

1. Graduation from a standard high school or vocational school supplemented by courses in personnel administration and/or technical support skills.
2. Four to six years of experience in human resource administration including processing and defending workers' compensation claims, benefit counseling, hiring and on boarding employees and ADA compliance
3. Two years of experience providing support to executives or managers.
4. Or an equivalent combination of education and experience to meet the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

1. Must be able to interface effectively with all levels of management.
2. Must be socially adept and skilled in verbal and written communications.
3. Must be bondable.
4. Possession of a valid State of Missouri vehicle operator's license.
5. Must pass a drug test prior to employment and be able to work in a drug free environment and smoke free environment.
6. Notary Certification within 6 weeks of employment

PHYSICAL REQUIREMENTS:

1. Ability to physically utilize all standard office equipment
2. Ability to drive the Housing Authority vehicle
3. Ability to lift and move up to 25 pounds
4. Ability to monitor surveillance cameras