



GAINESVILLE HOUSING AUTHORITY
Where Housing Matters

Executive Assistant

Job Description

SUPERVISION RECEIVED:

The Executive Assistant shall work under the direct supervision of the CEO and the indirect supervision of the COO.

POSITION CLASSIFICATION:

Exempt.

POSITION SUMMARY:

The Executive Assistant performs work of a complex nature exercising independent judgment for the CEO. The Executive Assistant will be responsible for assisting the CEO with basic human resource functions in addition to duties outlined below. This position supervises the Director of First Impressions.

The statements contained herein reflect general details as necessary to describe the principle functions of this 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. A given incumbent may perform any/all of the following duties.

ADMINISTRATIVE DUTIES:

1. Attend meetings as required as a representative of the CEO.
2. Attend Board meetings and Staff meetings and transcribe minutes.
3. Schedule meetings: provide calendar management; prepare meeting folders and agendas and coordinate travel plans and itineraries for the CEO.
4. Schedules training and arrange travel and hotel accommodations for GHA staff and Board members.

5. Communicates effectively with staff, vendors, clients, funders, and stakeholders.
6. Types from rough draft or verbal instructions, a variety of material such as reports, records, leases, contracts, or correspondence, with responsibility for proper format, grammar, spelling, and punctuation, assuring accuracy of typing.
7. Prepare reports and interprets and synthesize data including but not limited to CEO monthly board report, annual reports, annual plan.
8. Independent action through the application of problem solving, decision making, dependability, initiative, and the ability to process and resolve various complex administrative issues.
9. Shall perform any other duties as assigned by CEO.

HUMAN RESOURCES:

1. Assist the CEO with the Human Resources Management function including a variety of activities, such as recruiting, training, performance issues, and ensuring personnel and management practices conform to various regulations and GHA policies.
2. Assist the CEO with human resources administrative functions, including but not limited to preparation of position descriptions and staff time approvals.
3. Assist the CEO to ensure safe work environment, including diversity management, dealing with drug-free workplace, preventing violence in the workplace.
4. Assist the CEO with data entry relating to payroll, benefits, and compensations.

KNOWLEDGE, SKILLS & ABILITIES:

1. Must display a high level of confidentiality.
2. Must have good records management skills (organization, filing, and maintenance).
3. Must be able to manage multiple projects with competing tasks and deadlines.
4. Flexibility and the ability to work well with all levels of staff, as well as vendors, stakeholders, clients, and funders.
5. The ability to communicate clearly and effectively with diverse constituencies, meet deadlines, be self-motivated, and work independently.
6. Accuracy, attention to detail and a customer service oriented attitude.
7. Competency in problem solving.
8. Knowledge of accounting and fiscal management principles.
9. Excellent/oral/written communications and interpersonal skills; effective time management and organizational skills that are essential for success in this position.
10. Extensive word processing, spreadsheet development, data base and internet research skills. Shall be proficient in these areas: Windows, Microsoft Office applications (Word, Excel, Outlook, Access, PowerPoint), and internet browsers.
11. A valid driver license and good driving record are essential.
12. Must be able to perform at a high level of competence and require discretion and judgment with respect to matters of significance.

ACQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business Administration, Public Administration, or related field and a minimum of three years of experience in HUD housing programs or any equivalent combination of education, training and experience which provides the required skills, knowledge, and abilities.
- A valid Florida's Driver's license and vehicle is required and must be maintained throughout period of employment.

COMPETENCIES:

- **CRITICAL THINKING:** Ability to obtain, analyzes, synthesize and evaluate information effectively.
 - Utilizes logical reasoning to make judgements in accordance with established professional and organizational criteria.
 - Objectively identifies goals and makes decisions by considering both short-term and long-term implications.
 - Creatively identifies opportunities to increase efficiency, simplicity.
 - Effectively recognizes and considers the forces, events, entities, and people that effect a situation before making a conclusion.
- **ORGANIZATIONAL ACUMEN:** The ability to understand and navigate governance, administration, and culture in the internal and external environment demonstrating commitment to organizational mission.
 - Acts in a decisive, timely and appropriate manner that is congruent with the organization's values and goals.
 - Integrates and balances big picture concerns related to political, social and economic issues effecting the organization with day-to-day activities.
 - Knowledgeable of policies, practices, trends and information that impact the organization.
- **STAKEHOLDER FOCUS:** Centralize all efforts and tasks around meeting the needs of stakeholders to support the organization.
 - Addressees' stakeholder need in a positive and efficient manner by involving the right people and resources at the right time.
 - Understands the audience and seeks feedback to identify opportunities to improve the relationships and deliverables.
 - Creates Stakeholder value utilizing service processes that attract, solidifying and expand the total stakeholder relationship.
 - Considers the impact on all stakeholders when acting or carrying out one's own job responsibilities.

- **EFFECTIVE COMMUNICATION:** Ability to listen and effectively relay information to others in all forms of communication.
 - Communicates effectively and share information appropriately with internal and external constituents through multiple mediums.
 - Interprets information, ideas, and instructions clearly in verbal and written communication.
 - Demonstrates active listening checks for understanding and clarity by asking the right questions.
 - Maintains composure and communicates in a direct, truthful, transparent and positive manner.
- **ADAPTABILITY/INNOVATION:** Applies original thinking in approaching job responsibilities, overcoming challenges and adjusting to changes in one's environment.
 - Sustains effectiveness in varying environments with different tasks, responsibilities, and people in the face of ambiguity or uncertainty.
 - Courageous with ideas; generates new ideas and creative solutions that impact results.
 - Maintains flexibility to accept, embrace and lead change.
 - Responds effectively to unique needs, adapting solutions and providing creative and/or flexible options.
- **ACCOUNTABILITY:** Takes responsibility for work activities, personal actions and self-development.
 - Acts resourcefully, ensuring work is completed on time and to quality standards within legal guidelines and policy.
 - Finds opportunity for personal and professional development keeping up-to-date on technical and functional aspects of one's job.
 - Accepts feedback openly, acknowledging and learning from mistakes, without becoming defensive.
 - Uncovers problems and issues and removes barriers in order to move the work forward.

- **TEAM WORK** – Gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.

This position in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

Employee's Signature

Date

Supervisor's Signature

Date

Salary Range:

Minimum:

Maximum: