

360 Orange Street New Haven, CT 06511 Phone: (203) 498-8800 Fax: (203) 497-8202 TDD: (203) 497-8434

JOB DESCRIPTION

JOB TITLE: Senior Administrative Assistant

EXEMPT: NO

SALARY LEVEL: Minimum: \$59,154.96 Maximum:

EMPLOYEE REPORTS TO: Department Director **BARGAINING STATUS:** Local Union 713

PREPARED BY: DATE:
APPROVED BY: DATE:

EXPIRATION DATE:

SUMMARY

The Senior Administrative Assistant is a position reporting to division heads that is responsible for the departmental files and other office systems.

The Senior Administrative Assistant may coordinate Administrative Assistants assigned to the divisions.

ESSENTIAL FUNCTIONS

- Coordinates all office systems for the department including files. Maintains all files in accordance with accepted business standards.
- 2. Opens all departmental mail, date stamps and distributes.
- 3. Provides the Director with a point of contact with other City, State and Federal agencies and screens contacts.
- 4. Keeps the Director's schedule in accordance with stated parameters.
- Disseminates program information, notices and other guidance materials useful to the day-to-day operations of the branch.
- 6. Arranges for clerical assistance for special projects.
- 7. Orders office supplies and other materials necessary for the Department's operations.
- Assists the Director in the preparation of any reports and materials requested by the Executive Office.
- 9. Types all departmental meeting notes and correspondence as requested.
- 10. Oversees all office equipment maintenance for the department and initiates maintenance and repair calls.
- 11. Maintains the department's confidential files related to evictions and other lease enforcement matters.
- 12. Arranges special services for the department such as messenger, catering, equipment rental, outside reproduction of documents, etc.

13. Performs all other related duties as assigned.

SECONDARY JOB DUTIES:

- 1. Provides receptionist duties as needed.
- 2. Provides typing services for the Departments within the division.
- 3. Assists in the preparation of mailings.
- 4. Proofreads documents for the Director(s)

EDUCATION AND EXPERIENCE

High School or Associate Degree in with a strong formal background in secretarial skills and two years of work experience as an administrative assistant to a Senior Executive; or

Three to five years experience as an administrative assistant to a Senior Executive.

KNOWLEDGE, SKILLS, AND ABILITIES

- 1. Ability to draft correspondence and memorandums based on limited instructions
- 2. Strong organizational skills.
- 3. Ability to present the Authority to outside agencies in a cooperative and professional manner
- 4. Above average office and typing skills (65 WPM)
- 5. Ability to operate office machines
- 6. Sophisticated knowledge of and proficiency in basic office computer software including Internet and e-mail systems, Microsoft Word 6.0 and Excel.
- 7. Ability to assemble and evaluate factual information on program related issues
- 8. Valid Connecticut Driver's License.
- 9. Ability to arrange travel schedules and accommodation in a cost effective manner

APPLICATION AND SUBMISSION

ELM CITY COMMUNITIES, HOUSING AUTHORITY NEW HAVEN RESERVES THE RIGHT TO CONSIDER APPLICATIONS AND RESUMES UPON RECEIPT AND MAKE EMPLOYMENT DECISIONS ACCORDINGLY.

All applications and resumes must be in the Human Resource Office on or before June 29, 2018.

Job descriptions & Applications may be obtained from HANH at 360 Orange Street, New Haven, CT 06511. Resume submission without applications to the address above, Fax number (203) 497-8202, e-mail to jobs@newhavenhousing.org, TDD number (203) 497-8434, between the hours of 9:00 - 5:00 p.m. weekdays. The Housing Authority accepts applications only for positions it is trying to fill. If an applicant requires further information, please call the HR Office at (203) 498-8800 Ext. 1022. Disabled are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V