

# ADMINISTRATIVE ASSISTANT

## ***Housing Authority of the City of Lanett, Alabama***

P.O. Box 465  
506 1<sup>st</sup> Street, Lanett, AL 36863  
Phone 334-644-5330  
Fax 334-644-6468

### **Position Description**

#### **Administrative Assistant**

**Date Revised: September 26, 2024**

**Approved: September 26, 2024**

**HOURLY \$21 - \$25 based on experience**

**Part-Time 25 (32) maximum/Full Timed**

**Department: Administrative**

- 1) Normal hours
- 2) (Monday through Thursday)  
8:00 a.m. until 6:00 p.m. (1 hour Lunch)
- 3) (Friday) 8:00 a.m. – 12:00 Noon

**Reports To: Executive Director**

**FLSA: NE**

### **POSITION SUMMARY**

Assist supervisor and authority staff by answering calls and inquiries, preparing letters and reports, coordinating meetings, and receiving and transmitting information. Prepare meetings by receiving meeting locations, preparing the agenda, and notifying people scheduled to attend—contact research to obtain information for preparing reports and formulating plans, operations, and budgets. Maintained files and handled confidential documents appropriately.

### **ESSENTIAL JOB FUNCTIONS**

- A. Coordinate office services and assist the supervisor and other staff with administrative functions.
  1. Transmit orders and instructions to the supervisor verbally or using Email.
  2. Coordinate meetings by reserving meeting rooms, preparing agendas and related documents, and notifying participants scheduled to attend meetings.

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3. Prepare letters and reports by established procedures.
  4. Receive calls and inquiries from residents, staff, and individuals outside the authority and respond to or refer calls to appropriate staff.
  5. Compose meeting minutes based on notes and recordings made during meetings.
  6. Screen mail and calls for supervisor and staff
  7. Attend meetings as needed
  8. Maintain schedule for supervisor, including receiving invitations, sending appropriate responses, designating type, time, and place of events, and making travel arrangements as needed
  9. Maintain files by established procedures.
- B. Rent community buildings, prepare a monthly calendar or newsletter, maintain community service records, assist others as needed, etc.
1. Prepare periodic newsletter for authority
  2. Maintain records of community service requirements and services performed
  3. Rent community buildings by regulations, collect rent, and check the building after each use to ensure compliance with requirements
  4. Assist others, as needed

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of modern office practices, procedures, systems, and equipment, including computers and software
2. Knowledge of organizational policies and procedures, including personnel policies
3. Knowledge of business English, spelling, arithmetic, and departmental terminology
4. Ability to set priorities, plan and implement activities to maximize efficiency
5. Ability to use sound judgment to make decisions based on established procedures and guidelines
6. Ability to provide information in a diplomatic manner
7. Ability to use a computer to store, retrieve, and compile data, prepare reports and correspondence
8. Ability to operate standard office equipment such as a computer, calculator, copy machine, fax machine, telephone system, etc.
9. Ability to maintain a variety of files and records and to answer questions from the records
10. Ability to establish and maintain effective working relationships with officials, other employees, residents, and the public
11. Ability to communicate effectively, both orally and in writing
12. Skill in the use of computer software to facilitate efficient completion of tasks and obtaining information.
13. Skill in planning and organizing meetings
14. Skill in dealing with people in a diplomatic manner

## **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

1. Ability to establish and promote effective working relationships with other Authority employees, residents, social agency representatives, community groups, and the general public.
2. Ability to counsel with residents.

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3. Ability to prepare clear and concise reports.
4. Strong written, verbal, analytical, and interpersonal skills.
5. Must possess a valid driver's license, possess and maintain a good driving record, and be insured by the Housing Authority's vehicle insurance policy.
6. Ability to be covered under the Authority's fidelity bond.
7. 13 Must be proficient in using computers, the Windows environment, and Microsoft Word, with proven ability to learn and master new software.
8. Must possess an FSS and HCV Certification or acquire certifications within one year of assuming this position.
9. Ability to accurately perform basic arithmetic computations, including addition, subtraction, multiplication, division, proration, and estimation, using numbers with decimals, fractions, and percentages.
10. Knowledge of standard office procedures and filing methods.
11. The ability to recognize problems, analyze causes, and propose solutions.
12. Personal management, including time management, integrity, and ethics.
13. Knowledge of workplace rules and requirements (e.g., worker safety, sexual harassment).
14. Knowledge of conflict resolution principles and the ability to apply them in the workplace.
15. Knowledge of the Program, when applicable, requirements, and guidance as reflected in HUD regulations, handbooks, notices, forms, and guides.
16. Knowledge of HHA-established policies and procedures.

## MINIMUM QUALIFICATIONS

High school diploma or G.E.D Certification plus five years of progressively responsible clerical experience, including using computers and maintaining files, or an equivalent combination of education and experience.

## SPECIAL REQUIREMENTS

1. Must possess a state driver's license and a good driving record.
2. Ability to be insured by the Authority's automobile policy
3. Ability to be bonded by the Authority
4. Must be available for occasional overnight travel for training.
5. Must pass employment drug screening and criminal background check
6. Must work with the highest degree of confidentiality.

**This job description should not be interpreted as all-inclusive. It is intended to identify the significant responsibilities and requirements of this job classification. All incumbents may not perform all of the job duties listed, and some incumbents may perform some duties which are not listed. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.**

The Lanett Housing is an Equal Opportunity Employer. This job description is subject to change and in no manner implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities. The qualifications listed above are guidelines; other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

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Employment with the Lanett Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or person. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

**Application Process:** Applications are available on the authority's website at [lanetthousing.com](http://lanetthousing.com) under "New Employment Opportunity Available." To apply by mail, submit an application or resume and cover letter to:

Lanett Housing Authority, P.O. Box 465, Lanett, AL 36863, submit an application in person at the Lanett Housing Authority Administrative Office located at 506 1st St, Lanett, AL 36863, or submit by email at [Lanetthousing@gmail.com](mailto:Lanetthousing@gmail.com).

