

RURAL COMMUNITIES HOUSING DEVELOPMENT CORPORATION
POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant/
Personnel Technician

POSITION CLASS: Grade 26 Non Exempt

SUPERVISORIAL RESPONSIBILITIES: none

SUPERVISED BY: Chief Executive Officer

WORK SITE: Central Office

GENERAL PURPOSES AND RESPONSIBILITIES:

Oversee office receptionist, act as Clerk of the Boards and Personnel Technician. Responsible for office copiers and postage meter. Assists the CEO to insure compliance with Personnel Policies and any administrative duties as may be assigned and to keep records of same. Keep current any ADA laws.

To act as the Clerk of the Boards': Rural Communities Housing Development Corporation, (RCHDC); Lakeview Housing, Inc., (LVH); Clearlake Housing Corporation, (CHC); Low Gap Housing Corporation, (LGHC); Red Bluff Senior Housing Corporation, (RBSHC); Pine Gardens I and Pine Gardens II, (PGI & PGII), Willits Senior Housing Corp, (WSHC), Gibson Street Housing Corp. (GSHC).

Maintain all administrative files, except those handled by Finance and Property Management. Maintains board files, and keep current all insurance files on all owned and managed developments as well as Self Help accident and volunteer insurance; Officer and Directors Insurance, and any other insurance coverage that may be necessary. Including all individual Personnel Files.

Order and maintain all supplies that are necessary to operate an office smoothly.

EXAMPLES OF SPECIFIC TASKS:

As office receptionist: Oversee staff that greets the general public as they come into the office and give or direct them to the information that they are inquiring. Also answers general phone calls. Opens all incoming mail for all 21 projects, the Administrative Office, and the Self-Help Program; is also responsible for the phone system and for all outgoing mail.

As the Clerk of the Board: Sets yearly calendars, and sets monthly schedules; Gathers information and compiles board packets on a monthly basis; records and transcribes minutes for all Board Meetings.

As Personnel Technician: As position openings occur, recruits applicants for position through use of newspaper ads; arrange screening and interviewing committees; prepare new personnel files and collect necessary personnel data on new hires; (makes sure eligible new hires have the correct forms to complete for health, dental and vision care insurance). Prepares action notices as employees are hired, evaluated, terminated, promoted, etc., also prepares all necessary forms for employees' workers comp and separation forms for unemployment. Also makes sure all position descriptions are up-to date and correct to each person hired.

Sends out COBRA insurance information to all employees who are eligible for health, dental and/or vision insurance under the COBRA law at end of position.

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Other examples of specific tasks: Assist in the preparation, organization and submittal of loan and grant applications to public and private housing finance agencies, (e.g. HUD, 202/8 & 811, USDA/Rural Development's 502, 515. 523, etc.)

Prepares and submit, on a yearly basis, any Tax Welfare Exemptions on all project.

QUALIFICATIONS/REQUIREMENTS:

1. Extensive secretarial experience, including experience with numerous computer programs.
2. Experience with housing developers, title companies, and real estate preferred.
3. Must be able to work and make decisions with limited supervision.
4. Must be able to employ sound judgement and recognize situations or conditions that present a hazard to life and property.
5. Some knowledge in all types of housing programs for the very low and low income and the disadvantaged preferred.
6. Well-organized and good work habits.
7. Must type a minimum of 50 WPM and must have word processing experience
8. Must be able to communicate well with low-income clients, public employees, and private sector professionals.
9. Must be knowledgeable of personnel policies and regulations
10. Must be courteous, thoughtful, and dependable.
11. At least three years experience in general secretarial work and the ability to manage an office.
12. Must have insured automobile and a California driver license and have the willingness to use own automobile on job.
13. Bondable
14. Ability to work with and be sensitive to the needs of low income persons, and handicapped.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this classification, the employee is often required to stand or sit; walk, talk or hear; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate in the field.