



Position Description

ADMINISTRATOR FOR THE OFFICE OF THE CEO

I. Summary:

Ensure the effective operation of the President & CEO's Office by providing a full range of personal and administrative support to the President & CEO, interface with THRHA staff, clients, tribal contacts; manage professional calendar; and maintain the President & CEO's office.

II. Authority:

The Administrator reports to the President & CEO. Supervises the front office staff including the Office Coordinator and Receptionist.

III. Duties and Responsibilities:

- Manages the President and CEO's professional calendar. Screens and coordinates communications for President & CEO. Ensures requests and correspondences are responded to in a timely manner.
- Represents the President & CEO in a professional manner in person, in telephone conversations, and in written correspondence. Maintains positive interactions with business leaders, housing professionals, and local and national political leaders. Discreet handling of confidential information is required.
- Organizes meetings, programs events or conferences including arranging for facilities and all other required necessities.
- Prepares and distributes meeting records such as agendas, notices, minutes and resolutions as needed.
- Takes notes and transcribes dictation; composes and prepares confidential correspondence, board minutes, reports and other complex documents.
- Arranges travel, prepares itineraries and organizes all travel materials required for administrative staff and board members.
- Establishes office systems and procedures for maintaining official records, reports and correspondence for organization.
- Conducts research and compiles statistical reports as needed.
- Assists the President & CEO in developing operational plans and implementing approved plans. May lead teams or projects and may have a leadership role in other planning processes.
- Prepares outgoing mail and correspondence both for the President & CEO and as directed by the President & CEO for other staff and Board members.



- Supervise the front desk staff ensuring proper coverage for the front desk and that office functions and supplies are met. Provide training; ensure accurate customer service; handle requests and complaints; and ensure mail is routed.
- As directed, acts on behalf of the President & CEO in carrying out certain operational duties and may serve as a representative for the President & CEO as necessary.
- Other duties as assigned.

IV. Required Knowledge, Abilities and Skills:

- Highly developed office and administrative skills and the ability to multitask and work effectively under deadlines and multiple interruptions. Proficient in Microsoft Office, Word, Excel, and PowerPoint.
- Excellent organizational, communication, and writing skills are required; maintain effective interpersonal relationships with managers and staff of the housing authority, clients and general public.
- Knowledge of housing authority functions and programs and familiarity with state and federal grant funding processes desired. Knowledge of Southeastern Alaska communities is preferable.
- A fast learner and someone who takes the initiative to figure out what needs to be done.
- Excellent attention to detail and follow through skills.
- Excellent editing and proofreading skills and strong attention to accuracy and detail in all aspects of responsibilities.
- Ability to travel to small communities.
- Physical Requirements of the Position: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Mobility and ability to sit for long periods of time, talk or hear; use of keyboard/mouse, bend; reach; push/pull and lift up to 30 lbs.

V. Minimum Qualifications:

Bachelor degree from an accredited college or university is preferred. Associates degree or two years of equivalent experience is required.

VI. Grade Level:

Grade 12 (DOE)

Exempt



Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

(January 2018)