



The Housing Authority of the City of Tallapoosa is seeking a highly qualified and motivated candidate for the position of Administrative Assistant in the management of multifamily housing. The Position is directly responsible to the Executive Director. Job description available upon request.

The statements contained herein reflect general details as necessary to describe the principal 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. The individual may perform other duties as assigned.

1. Provides assistance to the Executive Director by taking calls, visitors, and mail; interpreting organization policies, rules, and regulations in response to queries from others; answering letters and general correspondence; planning appointment schedules and processing confidential matters.
2. Management of multifamily housing program by managing housing applications for admission to the Authority's programs, verifies information to determine eligibility and manages waiting lists. Assists in all tenant functions including leasing, reexaminations, home-visits, inspections, terminations, approval of charges, counseling tenants, general tenant accounting, maintenance requests, and completing required HUD forms. Collects rents and other charges, verifies receipts, and prepares bank deposits, maintains tenant account receivables records, and prepares daily and monthly reports.
3. Prepares and conducts accounts payable and issues checks to vendors and maintains appropriate filings.
4. Prepares and conducts payroll, issues checks and maintains employee files. Maintains and pays federal and state taxes.
5. Prepares special reports; answers requests for information which may include completing questionnaires and compiling data from files; maintains office files and records.
6. Prepares correspondence, reports, statistical data, forms, and minutes, copies handouts and office forms.
7. Manages health insurance program for employees; prepares correspondence and assists with insurance needs; fills out First Report of Injury Records and sends letter to insurance company; maintains workers compensation files.
8. Assists the Executive Director with daily operations as assigned and general office management.
9. Performs any other related duties as required.

Required Knowledge and Abilities

1. Knowledge of the purposes, policies, and regulations of the Housing Authority as established by the Board of Commissioners.
2. Knowledge of the objectives, programs, budgetary needs, and organizational structure of the Housing Authority.
3. Knowledge of the local, state, and federal laws governing subsidized multifamily housing programs including health and fire regulations, landlord/tenant relationships, leasing of property, and evictions.
4. Knowledge of accounting and filing techniques.
5. Knowledge of report preparation techniques and procedures and a demonstrated ability to prepare and evaluate professional and technical reports, grant applications, and other documents.
6. Knowledge of office terminology and procedures.
7. Knowledge of modern office equipment including copiers, personal computers, calculators, facsimile machines, and software.
8. Ability to understand, act on, and interpret policies, regulations, and procedures as set forth by the Housing Authority and/or HUD.
9. Ability to maintain complex clerical and financial records and prepare reports from such records.
10. Ability to make decisions in accordance with practiced office procedures and HUD regulations.
11. Ability to present ideas and information in a clear and concise manner, both orally and in writing.
12. Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials; ability to communicate with people from a broad range of socio-economic backgrounds.
13. Ability to work in less-than-ideal conditions, e.g., noise, high traffic areas, etc.

Minimum Education, Training and/or Experience

1. Graduation from a standard high school or equivalent supplemented by courses in accounting, office management, or related field.
2. Experience of three (3) years or more in office management, bookkeeping, or related multifamily housing field.
3. Any equivalent combination of education, training and experience which provides the required knowledge and abilities may be considered sufficient.
4. Experience in housing field and bachelor's degree in related field a plus. Ability to be certified as a Certified Professional of Occupancy (CPO) within twenty-four (24) months of employment with the Authority.

