



Bloomington Housing Authority

1007 North Summit, Bloomington, Indiana 47404
812-339-3491 fax 812-339-7177

Job Opening Announcement

June 24, 2020

Administrative Assistant

Job Status: Full-Time

Shift: 8:00 AM - 4:00 PM

Days: Mon., Tue., Wed., Thu., Fri.

Details: Posted on Wednesday, June 24, 2020 and closes on Wednesday, July 15, 2020 at 4:00pm

The **Bloomington Housing Authority** is seeking an **Administrative Assistant** to provide support to the Executive Director, Central Office staff and Board of Commissioners. The position performs a variety of confidential and complex administrative, clerical, human resource and support responsibilities. The nature of the work involves important work tasks that require attention to detail, the ability to proofread and check work upon completion, exercise mature judgment, and the ability to work directly with the public. The position supports and is under the direct supervision of the Executive Director who is responsible for the overall operations of the agency.

Primary Responsibilities:

The position duties and responsibilities below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed. In general, position is 75% administrative support and 25% human resources support.

- Supports the Executive Director and Central Office staff in administrative matters such as: conducting research, preparing reports, updating the standard operating procedures, drafting policy procedures and bringing concerns to the attention of the Executive Director;
- Prepares Board of Commissioner meeting packets in a timely manner and assist Director in leading monthly Board meetings by catering refreshments, taking minutes and providing support documents;
- Maintains Board resolution books, Board directory, Commissioner Handbook and materials to assist with needs of Board Commissioners;
- Assist in the preparation of the BHA 5-Year and Annual Plan submitted to the U.S. Department of Housing and Urban Development;
- Maintains filing systems as assigned;
- Help maintain accurate information on BHA website;
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors;
- Prepares agendas and schedules for meetings. Records and distributes minutes or other records for meetings;
- Maintains office supplies and coordinates maintenance of office equipment;



- Performs routine tasks required to administer and execute human resource programs including but not limited to: compensation, benefits, and leave; productivity, recognition, and morale; occupational health and safety; and training and development;
- Implements new hire orientation and onboarding;
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff;
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance;
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Behavioral Skills:

- Self-directed with the ability to successfully solve problems independently;
- Ability to make sound decisions;
- Establish and maintain good working relationships with others;
- Detailed oriented;
- Ability to keep certain information confidential;
- Communicate well with others (oral and written) with good organizational skills;
- Excellent attendance record;
- Able to give and receive constructive criticism;
- Ability to embrace change, and
- Commitment to BHA Mission.

Technical Skills

- Proficient in Microsoft Office Suite or related software;
- Basic understanding of clerical procedures and systems such as recordkeeping and filing;
- Basic understanding of standard office equipment such as PCs, copiers, printers, scanners, fax, phone systems, etc.

Working Conditions:

- Work is typically performed in a normal office environment with moderate noise level. Use of computer and general office equipment. Sitting for extended periods of time at a desk. Occasional use of automobile. It may be necessary to lift weights up to 15 pounds.

Qualifications:

- **Education:** Must have equivalency of high school education via diploma/GED. Associates or Bachelor's Degree preferred.
- **Experience:** Two to three years of related administrative experience and/or training.
- **Certificates & Licenses:** Valid State Issued Drivers' License and insured. Human Resource Generalist training preferred.
- **Other Requirements:** Authorized to work in the United States (The BHA validates authorization to work using eVerify.)

Benefits:

- 401(k) Retirement Plan
- Health Insurance
- Health Savings Account contribution
- Dental Insurance
- Vision Insurance



- Employee Assistance Program
- Life Insurance
- Paid Time Off
- Personal Time
- Paid Holidays

Salary Range: \$16.54 - \$22.91/ hourly

****How to Apply:** Interested applicants should submit a **cover letter and resume** to Amber Skoby, Executive Director at askoby@blha.net. **

About BHA: The Bloomington Housing Authority was established in 1961 while its first development of affordable housing units was completed in 1968. Currently, the BHA employs a staff of 29 employees and provides housing assistance to over 2,500 Monroe County households each year. The BHA operates three affordable housing communities and provides more than 1,300 Housing Choice Vouchers, also known as Section 8, that allow income eligible families to rent in the private market. Along with housing assistance, the BHA maintains active service coordination programs including the Family Self-Sufficiency Program and Community of Empowerment Program. In July 2018, the BHA released its current Strategic Direction 2018-2030 Plan called “Bloomington Housing Forward” which outlined affordable housing portfolio preservation and improvements through the HUD RAD program among many other goals. More information about BHA can be found online at www.bhaindiana.net.

BHA is an equal opportunity employer and does not discriminate against any employee or applicant because of race, color, sex, religion, age, sexual orientation, familial status, disability, handicap, national origin, ancestry, gender identity, veteran status, military status, housing status or any status protected under federal, state or local law.

