



## Bloomington Housing Authority

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

### Job Opening Announcement

July 25, 2022

### Administrative Assistant

**Job Status:** Full-Time  
**Shift:** 8:00 AM - 4:00 PM  
**Days:** Mon., Tue., Wed., Thu., Fri.  
**Details:** Position open until filled.

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.*

#### *Administrative Assistant*

- Support the Executive Director and Managerial Staff of the organization in administrative matters such as: conducting research, preparing reports, updating the standard operating procedures and bringing concerns to the attention of the Executive Director
- Prepare Board packets in a timely manner; prepare for meetings by providing refreshments
- Maintain Resolution books, Board Directory, Commissioner Handbook and materials
- Assist with needs of Board Commissioners
- Attend Board of Commissioner meetings for BHA and Board of Director meetings for SHCDC
- Schedule public notices as required for Board meetings and Executive sessions
- Take, type and distribute minutes for Supervisor meetings, BHA Board meetings and SHCDC meetings
- Prepare agenda, schedule speakers and any additional items for All Staff meetings
- Assist in the preparation of the BHA 5-Year and Annual Plan
- Maintains company organizational charts
- Manage phone and fax systems
- Assist with computer software/hardware support as needed



- Change server back-up daily
- Act as Notary
- Design graphics and logos for BHA social media posts and merchandise orders
- Maintain Social Media Accounts and keep website up to date
- Maintain Cost Center supplies; purchase supplies as needed
- Maintain inventory for BHA electronics, printer cartridges and Cost Center's furniture
- Ensure operation of equipment in Cost Center – including replacing toner and cartridges, calling for repairs, etc.
- Meet and greet housing authority guests
- Provide information by answering questions and requests
- Schedule training, meetings, travel for Executive Director and Board Commissioners
- Maintain contract files
- Review, update and maintain SOP's
- Order logo apparel for staff
- Perform other reasonable duties as requested

#### *General Human Resources*

- Conducts new-hire orientation and new-hire company tour
- Issue and maintain key card and ID badges
- Ensures compliance with USCIS Form I-9; Submit new employee information to E-Verify
- Maintain employee personnel, insurance, and I-9 files
- Create and post job announcements on websites
- Act as primary recruiter and point of contact for job candidates
- Schedule interviews and participate in the interview process
- Participates in developing department goals, objectives and systems
- Responds to employee relation issues such as employee complaints, harassment allegations and civil rights complaints
- Maintains, updates, and distributes employee phone list
- Maintain and monitors employee eligibility for benefits plans. Reviews benefits with employees and processes enrollment, cancellation or changes. Organizes and manages annual open enrollment communications and election process. Maintains list of new and cancelled employees under each benefit plan. Verifies benefit billing accuracy and maintains benefit AP spreadsheets
- Administers COBRA for group health plans
- Maintains and coordinates employee recognition programs
- Promotes positive communication and relationships among staff
- Performs Stay and Exit Interviews, analyze data and make recommendations to the management team for corrective action and continuous improvement
- Facilitates and/or provides training for staff as necessary
- Counsel and guide managers before executing employee disciplinary action; attend disciplinary action meetings between managers and staff as needed
- Maintains compliance with federal, state and local employment and benefits law and regulations
- Attend trainings as needed

#### *Accounts Payable*

- Assist with verifying check amounts against invoices; mail checks once verified
- Maintain and file Accounts Payable invoices



**Working Conditions:**

- Work is typically performed in a normal office environment with low 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:** \$17.25-23.18/hourly depending on qualifications.

**\*\*How to Apply:** Interested applicants should submit a **cover letter and resume** to Kalen Richmond, at [kichmond@blha.net](mailto:kichmond@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](http://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.

