



Bloomington Housing Authority

1007 N Summit St (812) 339-3491
Bloomington, IN 47404 fax: (812) 339-7177

Job Description: Executive Administrative Assistant

Department: Central Cost Center (COCC)
Reports to: Executive Director
FLSA Status: Non-Exempt
Salary Range: \$55,376.05 – \$78,895.15

Position Overview:

This employee is responsible for providing administrative support to the Executive Director. This employee is also responsible for coordinating with the Central Office Cost Center staff by conducting research, preparing reports, handling information requests and performing clerical functions such as preparing correspondence, taking minutes, receiving visitors, arranging meetings, trainings and appointments for managerial staff and board members. This position supports the Executive Director in preparing for and facilitating monthly Board of Commissioner meetings.

Additionally, this position is responsible for performing various human resources tasks. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, onboarding, policy implantation, affirmative action and employment law compliance.

This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. This person must be sensitive to employee goodwill, strict confidentiality and business needs. This individual reports directly to the Executive Director and works closely with the Controller.

Essential Duties and Responsibilities:

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 snacks, drinks, and extra copies the day of
- Maintain Resolution books, Board Directory, Commissioner Handbook and materials, Assist with needs of Board Commissioners
- Attend BHA Board of Commissioner meetings and SHCDC Board of Director meetings
- Schedule public notices as required for Board meetings and Executive sessions

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- 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
- Act as primary liaison with IT contractor
- Change server back-up daily
- Act as Notary
- Manage the use of graphics and logos for BHA/SHCDC 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.
- 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 in coordination with the Controller
- Perform other reasonable duties as requested

General Human Resources

- Responsible for onboarding that includes new-hire orientation and new-hire company tour
- Facilitates and/or provides training for staff as necessary
- 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, administrative support in objectives and systems; insures updates on annual basis
- Responds to employee relation issues such as employee complaints, harassment allegations and civil rights complaints
- Maintains, updates, and distributes employee phone list
- In coordination with the Controller, 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

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- Performs Stay and Exit Interviews, analyze data and make recommendations to the management team for corrective action and continuous improvement
- 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

Physical Demands of Position:

Physical demands of this position may vary and are not held to the below analysis but are here for the employees general knowledge of the demands this position may require.

- | | | | | | |
|---|--|--|--|--|---|
| <input type="checkbox"/> Standing | <input type="checkbox"/> Walking | <input checked="" type="checkbox"/> Sitting | <input type="checkbox"/> Pulling | <input type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Balancing |
| <input checked="" type="checkbox"/> Lifting | <input checked="" type="checkbox"/> Carrying | <input type="checkbox"/> Pushing | <input checked="" type="checkbox"/> Stooping | <input checked="" type="checkbox"/> Kneeling | <input type="checkbox"/> Crouching |
| <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Reaching | <input checked="" type="checkbox"/> Handling | <input checked="" type="checkbox"/> Speaking | <input checked="" type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Seeing |
| | <input checked="" type="checkbox"/> Depth Perception | | <input type="checkbox"/> Color vision | | |

Qualifications:

The requirements listed below are representative of the degree, knowledge, skill, and/or ability required.

- ✓ Associates Degree and/or 2-3 years related experience.
- ✓ Must have Human Resources Certifications (or obtain them within 9 months.)
- ✓ Excellent organizational skills. Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Problem Solving, Supply Management, Inventory Control, Verbal and Written Communication.
- ✓ Excellent computer literacy skills, typing and filing skills, and good command of speaking and writing the English language.
- ✓ Ability to keep to maintain strict confidentiality of protected information.
- ✓ Must possess Indiana Driver's license and have reliable transportation.
- ✓ Must maintain a phone and be accessible during work hours.
- ✓ Must maintain the highest level of professionalism.
- ✓ Must have no prior felony convictions.
- ✓ Must be bondable.
- ✓ Must pass a drug test prior to employment and during employment.

Updated 5/18/2021

The Bloomington Housing Authority provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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