

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Executive Administrative Assistant

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	4	Non-Exempt	Housing Management	Housing Management Supervisor

CLASS SUMMARY:

This position is responsible for providing administrative support to executive staff. Responsibilities may include making travel arrangements; preparing correspondence; and performing general office tasks.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Schedules meetings and prepares travel arrangements for executive staff.
2.	Prepares Board of Commissioners meeting notices, agendas, minutes, and other documents.
3.	Prepares and/or processes purchase orders, invoices, and other documents.
4.	Prepares and/or circulates correspondence on behalf of the executive staff.
5.	Researches and prioritizes issues reported to management.
6.	Reviews grant applications, reports, and other documents for accuracy and completeness.
7.	Performs general office tasks, including: creating and maintaining department records; receiving and directing calls; filing; preparing mail; and scanning documents.
8.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Up to one year of specialized or technical training beyond high school; 3-5 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Customer service principles;
- Computers and related software;
- Filing and recordkeeping practices;
- Office coordination principles and practices;
- Methods of scheduling meetings and travel;
- Preparing correspondence;
- Methods of preparing purchase orders.

Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

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SKILLS (position requirements at entry):

Skill in:

- Providing customer service;
- Using computers and related software;
- Scheduling meetings and travel;
- Strong oral and written communication skills, including the knowledge or business writing standards;
- Researching issues reported by staff;
- Reviewing documents for accuracy and completeness;
- Ability to multi-task, with effective planning & organizing skills.
- Ability to adapt to specific situations and respond to changing circumstances.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR