EXECUTIVE ADMINISTRATIVE ASSISTANT

DEFINITION
With limited supervision, the Executive Administrative Assistant provides a wide range of highly responsible, confidential, and complex administrative tasks to support the Executive Director, the RHA Board of Commissioners and the RHA executive team.

EXAMPLES OF IMPORTANT & ESSENTIAL DUTIES
- Support the Executive Director in the daily operations of the RHA.
- Act as a liaison and provide support to the Board of Commissioners. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; record and produce accurate meeting minutes; Maintains files of Board minutes, resolutions, and related documents
- Understand and ensure compliance with applicable rules, bylaws and regulations governing Board matters.
- A primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director, including those of a highly confidential or critical nature.
- Coordinate Executive Team meetings and RHA staff events as needed.
- Participate in Director’s meetings, takes accurate and concise minutes, and carryout appropriate follow-up action.
- Accurately proofread own work and work done by others for punctuation, spelling and grammar and suggests/makes corrections as needed.
- Maintains files and file system. Conducts extensive file research in most complex cases and compiles information for management use.
- Collects information and responds to requests and inquiries from other government agencies, groups and/or individuals.
- Maintains Authority contracts list.
- Notarizes Authority documents as needed.
- Communicates with vendors, partnering agencies, HUD staff, elected officials, board members, and advocacy groups as required.
- Performs related work as required.

EMPLOYMENT STANDARDS

1. MINIMUM EDUCATION AND EXPERIENCE
- Graduation from high school or equivalent. Bachelor’s Degree in business, public administration, social services or a related field is preferred but not required.
- At least three years of experience as an administrative assistant or related work; or any combination of education and experience that provides an equivalent background required to perform the work.

2. REQUIRED KNOWLEDGE, SKILLS & ABILITIES
- Knowledge of modern office practices, methods and computer equipment and applications related to the work.
- Knowledge of records management functions and systems.
- Strong verbal and written communication skills, with ability to interact effectively and culturally appropriately with individuals at all levels.
- Adept at handling sensitive and confidential information and materials with the highest level of confidentiality, tact and diplomacy,
- Exceptional organizational skills and attention to detail.
- Advanced skills and proficiency with Microsoft Office software.
- Ability to exercise good judgement, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.
- Ability to prioritize and determine appropriate course of action, referral, or response.
- Ability to type 50 words per minute, transcribe minutes of meetings.
- Ability to work with neatness, orderliness and under time constraints and heavy workload, producing large volumes of work.
- Ability to handle shifting priorities and multiple projects.
- Ability to maintain an effective working relationship with Housing Authority employees, residents and general public.
- Familiarity with Nevada open meeting laws.
3. **ADDITIONAL REQUIREMENTS**

- Ability to work in a typical office setting and operate standard office equipment, including computers, printers, telephones, copiers, and calculators.
- Must be able to lift and/or carry objects and/or materials up to 10 lbs.
- Ability to travel to different sites and locations as required to perform job requirements or obtain agency-directed training.
- Possession of a valid driver’s license with a good driving record.