The Position
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.

Position Location
Reno Housing Authority Properties
Reno, NV  89512

Salary Pay Range
Starting pay rate is $24.59/per hour
Merit increases to  $36.33/per hour

Conditions of Employment
This is a regular full-time, non-exempt position. The successful candidate will be required to submit to a controlled substance test and complete a criminal history check. Federal law requires evidence of identity and eligibility for employment in the United States.

Selection Process
1. Applications will be evaluated to identify those who meet the minimum requirements.
2. Applicants whose education and experience most closely match the requirements of the position will be invited to participate in an oral interview.
3. The interview panel will conduct a comprehensive review of each candidate's technical knowledge and Suitability for the position. Subsequent interviews may also be required.
4. Applicants may be tested on knowledge and skills which may include software applications, office skills, and math proficiency.
5. Prior to employment thorough reference and criminal history background checks are conducted.

Residents of public housing in Washoe County, RHA Federal rental assistance recipients, or those whose household income is below 80 percent of the Area Median Income may qualify for Section 3 employment opportunities.

If a reasonable accommodation is required during the application or interview process, please contact Darren Squillante, Human Resource Director at HR@renoha.org or (775) 329-3630, extension 241. TTY: (385) 770–7166

TO BE CONSIDERED
If you are interested in a career with the RHA and this position you may obtain an application at WWW.RENOHA.ORG or by visiting our offices located at:
Reno Housing Authority, 1525 East Ninth Street , Reno, NV 89512-3012

Please submit a complete application on or before the close date to HR@renoha.org

Equal Opportunity Employer
The Reno Housing Authority is an equal opportunity employer. The RHA is committed to the principles of Equal Employment Opportunity (EEO) in accordance with applicable Federal and State law, and Executive Orders. Our policies prohibit unlawful discrimination based on race, color, creed, gender, religion, marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by Federal, State, or local laws.

While you may include a resume, the Reno Housing Authority does not accept resumes in lieu of a completed RHA employment application. Completed applications may be submitted to HR@renoha.org

CLOSE DATE: Open until filled
This recruitment may close at any time based on applications received. Qualified applicants are encouraged to apply as soon as possible.

1525 East Ninth Street • Reno NV 89512-3012 • (775) 329-3630 fax (775) 786-1712 TYY (385) 770-7166

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