

**PALATKA HOUSING AUTHORITY**

**EXECUTIVE ASSISTANT**

**Job Title:** Executive Assistant  
**Department:** Administration  
**FLSA Status:** Exempt  
**Prepared By:** Executive Leadership Team  
**Prepared Date:** 6/2/21  
**Approved By:** Dr. Anthony E. Woods, President / CEO  
**Approved Date:** 6/2/21

**DEFINITION/PURPOSE:**

Provide a variety of highly responsible, complex and confidential secretarial and administrative services, including the compilation and preparation of a variety of complex correspondence, spreadsheets and reports, for the President / CEO. Exercise a high level of personal discretion within all aspects of the position. Carry out special projects as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This single position, confidential classification, differs from all other classifications in that it is solely responsible to the President / CEO for his/her administrative and secretarial support. It is the senior clerical/administrative classification of the Housing Authority Operations. The classification is expected to be a resource to all agency departments based on priorities set by the President / CEO.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct supervision and general administrative direction of the President / CEO.

The classification normally does not exercise supervision over other Authority personnel; however, it may give lead direction to assigned clerical employees.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Perform confidential and highly sensitive administrative duties for the President / CEO, and Department Heads, as assigned.
- Maintain the President / CEO calendar. Grant access to the President / CEO in accordance with established criteria. Receive and screen visitors and phone calls for the President / CEO, as needed. Maintain an awareness of those agencies and personalities of critical importance to the Authority.
- Make phone calls on behalf of the President / CEO, as requested. Prepare both routine and non-routine correspondence and forms for the President / CEO and, as requested, other Department Heads.
- Maintain files for the President / CEO.

- Undertake special research studies and assignments as directed by the President / CEO. Organize information for special reports.
- Make travel arrangements for the President / CEO, Board Members, and other Department Heads as requested. Arrange for special meetings, conferences, and workshops, as requested.
- Open, prioritize, attach backup, and distribute mail for the agency, as well as the President / CEO.
- Fax confidential and routine correspondence.
- Order all supplies for the President / CEO office.
- Exercise independent judgment in determining appropriate use of President / CEO franking stamp.
- Serve as an advisor to the President / CEO regarding management and operations issues and other Authority-wide matters. Float ideas and act as a sounding board for issues of concern to the President / CEO.
- Maintain adequate calendar and filing monitoring and reporting systems to ensure the adequacy, quality, and timeliness of work due into the President / CEO.
- Provide back-up support to the Secretary of the Board position at Board meetings, as necessary.
- Organize and maintain electronic and paper program and property files in the agency library.
- Maintain regular and consistent attendance. • Provide ongoing clerical, project and administrative support to all departments as needed.

**OTHER JOB FUNCTIONS:**

- Represent the authority in meetings, as assigned by the President / CEO.
- Ability to obtain and retain notary public status.
- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Principles and practices of office administration and record keeping. Business correspondence and report writing. The Brown Act and Robert’s Rules of Order. Use of communication equipment, such as transcription equipment, and standard office equipment. Use of personal computers. Basic public housing laws, and agency rules, regulations, and standards, and the terminology used in Authority operations.

Skilled in – Responding to and anticipating the needs of the supervisor, both expressed and inferred. Reading, interpreting, and applying procedures, policies, and directives. Prioritizing work and coordinating several activities and projects. Using personal initiative and making sound judgments within procedural parameters and established guidelines. Preparing clear and concise reports. Communicating tactfully and effectively with those contacted in the course of work. Performing detailed work. Organizing and

maintaining accurate and detailed records and files. Experience in Microsoft Office including Word, Excel, Outlook and Power Point.

Ability to – Plan, organize, and coordinate work in a manner that fulfills the priorities of the President / CEO. Maintain confidentiality. Prioritize projects. Analyze and interpret data and prepare reports. Comprehend and interpret complex rules, regulations and laws. Establish and maintain positive and effective working relationships with Board members, other governmental agencies and their representatives, the media, Authority department heads and staff, residents, and the general public. Communicate complex ideas clearly, effectively with diplomacy both orally and in writing. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates - Must possess and maintain an applicable Florida Driver License and a driving record acceptable to the Authority’s insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, climb stairs, and operate keyboard equipment. A majority of work is conducted in a standard indoor office environment.

Other - Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Department of Homeland Security.

- Bilingual fluency in English and Spanish is desirable.
- Be insurable by the Housing Authority’s insurance carriers.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities is:

Experience – Eight (8) years of increasingly responsible secretarial experience in public relations, customer relations, or related duties, including five (5) years of executive-level secretarial experience in either the public or private sectors. Experience in a housing-related environment would be desirable. Familiarity with HR processes and laws a plus.

Education – Possess an Associate’s degree from an accredited college or university with a major in business administration, public administration, communications, or related field. Possession of a Bachelor’s Degree from an accredited college or university in one of the related fields is desirable.

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Executive Assistant

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President / CEO

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Date

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Date

Adopted: 02/03/2020