



**POSTING ANNOUNCEMENT  
APPLICATION OPEN UNTIL  
FILLED**

# ALBANY HOUSING AUTHORITY

Chiquita D'Arbeau, Executive Director

## **EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general director of the Executive Director, this position performs executive secretarial tasks; relieving the Executive Director of administrative detail by receiving and handling inquiries, complaints and requests related to departmental activities. The Executive Assistant also acts as a liaison between the Executive Director and AHA staff, and members of the community. Overall, the work involves a considerable amount of independent judgment in providing effective administrative and clerical support. Supervision may be exercised over clerical support staff.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Performs all executive secretarial tasks for the Executive Director, including transcribing and proofreading confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files;
- Prepares letters, memoranda and reports;
- Maintains calendar of appointments for the Executive Director;
- Receives and responds to complaints and inquires addressed to the Executive Director;
- Coordinates the work of administrative support staff;
- Receives and responds to mail received for the Executive Director, routing any necessary mail to the Executive Director for immediate attention;
- Coordinates all travel arrangements for the Executive Director;
- Retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of secretarial practices including typing and general office procedures;
- Thorough knowledge of the operation of computers and skill in the use of word processing, spreadsheet, database, and other software as required by the position;
- Good knowledge of departmental policies and procedures;
- Good knowledge of the correct use of English grammar, punctuation, and spelling;
- Working knowledge of the organization, functions, and activities of local government and in the City;
- Ability to relieve a professional of administrative details with a minimum of supervision;
- Ability to deal with the public and high level public and private officials in a tactful, pleasant, courteous, and diplomatic manner and to maintain confidentiality of information;
- Ability to maintain records in a concise and organized manner;
- Ability to establish and maintain effective working relationships with other employees and diverse populations;

- Ability to exercise independent judgment and to work without close supervision;
- Ability to supervise others;
- Ability to multitask;
- Ability to complete assigned projects within short deadlines;
- Ability to work effectively on a variety of projects simultaneously;
- Ability to understand and follow moderately complex oral and written directions;
- Ability to communicate effectively both orally and in writing;
- Ability to independently and effectively plan, organize, coordinate, and follow-up on several projects of a diverse nature;
- Discretion;
- Confidentiality;
- Tact;
- Courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree (or higher) in Business Administration or a related field and seven (7) year of full-time paid administrative, office management or secretarial experience, which must have included two years of providing supervision to others; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Business Administration or a related field and nine (9) year of full-time paid administrative, office management or secretarial experience, which must have included two years of providing supervision to others.

**Salary:** Commensurate with Experience

**Shift:** Monday through Friday

Interested candidates should submit completed applications and resumes directly to:

**AHA Career Center:** <http://www.albanyhousing.org/employment>

Or in person at:

200 South Pearl Street Albany, NY 12202

Attn: Human Resources



*Albany 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.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

*Language and terms outlined in this job description subject to change pending Civil Service Adoption*