

Executive Secretary
JOB DESCRIPTION
DEADLINE – April 23, 2018

E-mail resume and cover letter to Blanca Bonilla, blancab@sha-web.org

The Executive Secretary is a highly responsible position and is under the general supervision of the Executive Director and Deputy Director. This position is responsible for maintaining executive calendars, agendas, Board of Commissioners (BOC) reports in addition to various regulatory reporting. The Executive Secretary prepares materials used in executive presentations and must organize and maintain files and all records related to BOC meetings. Acts as general administrative support to the executive division.

Principal Duties:

- Tenant Selection Private Conferences/Informal Hearings
- Section 8 Termination Hearings
- DHCD Hearings
- Grievance Hearings – Coordinate hearings, participate in the hearing and draft of decision letter
- Log of Transfers Request
- Process of Request for Reasonable Accommodation and draft of decision letter
- Incident/Claims Key person
- Prepare for Board Meetings and act as official keeper of the records for all related activities.
- Limited English Proficiency Coordinator
- Coordinates all Translations of Notices and interpretation
- Call New Residents for Quality Control
- Coordinate and attend Senior Meetings
- Coordinate and attend RAB Meetings
- Coordinate the submission of the Annual DHCD Data Report to DHCD
- Coordinate contract attorney schedule with key staff members
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate ED's ability to effectively lead.
- Maintains discretion and confidentiality in all agency interactions

KNOWLEDGE, SKILLS AND ABILITIES

- Must possess excellent organizational skills, be flexible in priority assignments, ability to multi-task, meet deadlines and work as part of the greater SHA team.
- Position requires accountability and often is responsible for safeguarding confidential information.
- Familiarity with related office computer software and common business applications.
- Must have well-developed communication and reading skills and knowledge of grammar, spelling, and punctuation.
- Ability to work with a diverse population
- Ability to work under minimum supervision
- Ability to understand, interpret, and implement policies, regulations, and procedures as set forth by SHA, Commonwealth, and/or HUD
- Ability to plan, organize, prioritize and manage multiple projects as needed
- Excellent interpersonal and customer service skills

MINIMUM QUALIFICATIONS

Bachelor's degree preferred. Graduation from high school or possession of a high school equivalency diploma and either: (a) related college and/or certificate programs studies, with four (4) years of work in similar private or public sector administrative experience.; or (b) an Associate's Degree from a recognized college or university with four (4) years of work in similar private or public sector administrative experience. Bilingual preferred.