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Greater Metropolitan Area Housing Authority of Rock Island County • IL010

**GREATER METROPOLITAN AREA HOUSING AUTHORITY
OF ROCK ISLAND COUNTY
621 17th Avenue
East Moline, IL 61244**

TO: All Employees
FROM: Amy Clark, CEO
SUBJECT: Job Posting
DATE: May 12, 2021

The following administrative position is posted for the agency:

- **Administrative Assistant (Summer Part Time – Temporary)**

Minimum pay scale for the positions is \$15.00 per hour – position is salary non-exempt.

A copy of the job description for this full-time position is attached. Duties, responsibilities and eligibility requirements are listed within the job description.

Interested persons may apply for the position by submitting a letter of interest, resume or GMAHA Employment Application to the CEO no later than the close of business on Friday, May 14th, 2021.

Attachment



Title: Administrative Assistant

Supervisor: CEO

Job Statement:

Performs a wide variety of duties of reception and administration duties in the Central Office Cost Center (COCC) including directly assisting the CEO.

Job Description:

1. Greets clients and provides information – Answers the telephone; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary and receives / sends fax messages.
2. Coordinates the use of community space meeting room. Schedules facility set-up / clean-up for planned events.
3. Manages office supply orders for COCC and stocks with inventory.
4. Ensures reception, waiting areas and bathrooms are tidy and presentable for clients.
5. Updates bulletin board information in the main hallway and office areas as directed. Posts meeting and other notices on entrance doors as needed.
6. Assists with the preparation, submission, receipt and filing of a variety of reports.
7. Receives payments and issues receipts. Assists in the preparation of resident statements, notices, and other correspondence.
8. Assists with a variety of mailings, notices, faxes, contact calls, inquiries on programs, reports, and filings.
9. Contributes to team effort by accomplishing other duties as assigned.
10. Ensures the office building is clean and tidy, including vacuuming, dishes, cleaning messes, wiping down tables/desks/windows, etc.

Qualifications and Knowledge

- Must have an Associate's Degree or equivalent experience of 4 or more years of office management or similar job position.
- Must possess knowledge of contemporary office practices, procedures and techniques; spelling, vocabulary, math and grammar skills appropriate to the level of the position;

use and operation of personal computers and standard office software, other office resources and equipment including phones and telecommunication systems, fax machines, copy machines, scanners, typewriter, adding machine, etc. IT knowledge and experience a plus

- Working knowledge of Microsoft Office Excel, Word, and Outlook is required.
- Ability to carry out oral and written directions.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to deal effectively with situations that require tact and diplomacy, yet firmness.
- Ability to maintain confidentiality.

Possess valid Illinois driver's license to ensure eligibility for coverage under Authority fleet auto insurance.

The employee performs routine duties following established HUD and Authority guidelines. Routinely the employee makes decisions concerning residents or maintenance problems using personal judgment based on prior experience. Situations not covered by guidelines are referred to the supervisor or handled independently, depending on the circumstances.

Potential Candidates Must

- Work well and harmoniously with other staff members
- Multi-task and work well under short timelines
- Communicate effectively both verbally and in writing
- Work independently and prioritize workload
- Prepare comprehensive reports
- Lift items of up to 25lbs in weight
- Occasionally travel for training

A statement of interest, application and / or resume must be submitted to the CEO by close of business Wednesday, May 14th, 2021. GMAHA is an Equal Opportunity Employer and adheres to Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities.

Position is Part-Time Temporary

Starting Wage of \$15.00 per hour

Position is open until filled.

Original application copies can be picked up/mailed or dropped off at Greater Metropolitan Area Housing Authority's main office located at 621 17th Avenue, East Moline, IL 61244.

The above statements reflect the general details necessary to describe the essential functions of the position and may not be construed as a detailed description of all the work requirements that may be required during your employment. Your signature below constitutes your acceptance and understanding of the essential functions and requirements of this position. This does not create an employment contract or any promise for any term or condition of employment or otherwise alter the at-will employment relationship.

Signature

Date

Print Name
