

Amy S. Clark, Executive Director/CEO
621 17th Avenue • East Moline, IL 61244
O: (309)755-4527 x406
M: (309)235-1014
aclark@gmaharic.org • www.gmaharic.org



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**

FROM: Amy Clark, CEO

SUBJECT: Job Posting

DATE: September 14, 2020

The following temporary administrative position is posted for the agency:

- **Administrative Assistant** (main office & amps as needed)

Minimum pay scale for the positions is \$14.00 per hour – position is salary non-exempt and is not eligible for benefits.

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 Tuesday, September 22, 2020.

Attachment



JOB POSTING

Job Title: Administrative Assistant (Temporary – through December 31, 2020)

Supervisor: CEO

JOB STATEMENT:

The Administrative Assistant is a temporary position responsible for assisting the Chief Executive Officer with any administrative duties as assigned. These duties include, but are not limited to: assisting tenants at the properties owned by GMAHA, assisting with the work needed to complete special projects, i.e File Vision conversion, funding applications and brochures / publications related to the implementation of new programs.

JOB DESCRIPTION:

- Assists CEO in daily management and operations of the main office, including marketing, special projects publication, web development and financing applications
- Schedules appointments and maintains calendars
- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping as assigned to assist the Finance Department
- **Performs other duties as assigned.**

JOB QUALIFICATIONS:

- Associates of Arts required; however a Bachelor of Arts is preferred. Five years of experience in an administrative field, public or social service agency or property management.
- Must have excellent communication skills: be able to communicate in a clear and concise manner, both oral and written.
- Must be proficient in using the Microsoft Office Suite (Word, Excel, Power point, and Outlook).
- Work is performed in-office and on-site and involves some physical exertion during visits and inspection of units and developments and the Administrative Assistant must be able to travel to meetings, conferences and workshops locally and in other cities.
- Work involves the normal risks and discomforts associated with an office environment and visits to outdoor developments, sites, dwellings or facilities, inspections of structures and the potential for opposition with applicants and residents.
- Must have dependable and reliable transportation.
- May be required to lift files or other items weighing up to 30 pounds.
- Normally, the employee is required to work Monday through Friday but on occasions may be assigned to work in the evenings, weekends and on holidays.
- Must have a valid Illinois Driver's License and be eligible for coverage under the Housing Authority's fleet auto insurance.