



JOB DESCRIPTION

Job Title: Administrative Coordinator

Supervisor: Chief Executive Officer

JOB STATEMENT:

Greater Metropolitan Housing Authority of Rock Island County (GMAHA), is seeking a dynamic, resourceful, and innovative team member to assist with the public administration of the Agency and its subsidiaries, including filing and organizing all state and federal registrations and coordinating with various departments to maintain local, state and federal compliance.

JOB DESCRIPTION:

- Assisting the CEO in distributing board agendas, meeting minutes and all other applicable board meeting documentation for GMAHA and its subsidiaries.
- Assisting the CEO in sending scheduling notifications for agency meetings including: staff meetings, leadership meetings, and board meetings.
- Assisting the CEO with logging incoming Freedom of Information requests and keeping up to date FOIA records.
- Maintaining and coordinating meetings and coalition databases with a plethora of business partners, or city, state and local governments
- Assisting with compiling reporting requirements for the Secretary of State and Housing and Urban Development, as well as the Illinois Housing Development Authority – as directed by the CEO.
- Assisting with the scheduling and distribution of press releases, annual reports and any other marketing component as directed.
- Serving as gatekeeper to Agency data and regulations, including all policies and procedures for all departments through a well organized electronic system.
- Assisting the CEO with all scheduling needs, including travel and meeting attendee coordination.
- **Performs other duties as assigned.**

JOB QUALIFICATIONS:

- Bachelors Degree or an equivalent five years of experience in an administrative field, public or social service agency or property management.

- Must be trained and certified in both Freedom of Information Act and IL Open Meetings Act regulation.
- 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 Assistant Director 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.
- Must have a valid Illinois Driver's License and be eligible for coverage under the Housing Authority's fleet auto insurance.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable qualified individuals with disabilities to meet the requirements.

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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.