



## JOB DESCRIPTION

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**Job Title:** Chief Administration Officer  
**Member of:** Leadership Team  
**Supervisor:** Chief Executive Officer

### JOB STATEMENT:

Greater Metropolitan Housing Authority of Rock Island County (GMAHA), is seeking a dynamic, resourceful, and innovative leader to assist with the public administration of the Agency and its subsidiaries, including filing all state and federal registrations and maintaining local, state and federal compliance oversight.

### JOB DESCRIPTION:

- Assisting the CEO in preparing board agendas, meeting minutes and all other applicable board meeting documentation for GMAHA and its subsidiaries
- Assisting the CEO with marketing and public relations strategies and media announcements
- Assisting the CEO with preparing and responding to Freedom of Information requests, must be trained FOIA Officer
- Scheduling and coordinating staff meetings – developing the agenda for meetings with the CEO and other department managers
- Maintaining and coordinating liaison relationships with a plethora of business partners, or city, state and local governments
- Assisting with writing and submitting requests to local, state or federal agencies or representatives / elected officials.
- Assisting with reporting requirements for the Secretary of State and Housing and Urban Development, as well as the Illinois Housing Development Authority
- Assisting with the planning and implementation of a framework or financing packages required to develop affordable housing opportunities
- Serving as gatekeeper to Agency data and regulations, including all policies and procedures for all departments
- **Performs other duties as assigned.**

### JOB QUALIFICATIONS:

- Bachelors Degree or an equivalent ten 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.
- Experience management with ability to write and / or execute marketing and media for Public and Affordable Housing programs.
- 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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A statement of interest, application and / or resume must be submitted to the CEO by close of business **Friday, July 22, 2022.**

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 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 17<sup>th</sup> Avenue, East Moline, IL. 61244.**