JOB DESCRIPTION

Summary: Provide high-level administrative and secretarial support to the Chief Executive Officer, governing Board of Commissioners and Departmental Managers.

Essential Functions:

- Provide day-to-day administrative support functions to the Chief Executive Officer (CEO).
- Coordinate and maintain the executive’s calendar and IRHA calendar of events.
- Establish, organize and maintain electronic and paper office files of the CEO.
- Contact and Coordinate with stakeholders, outside agencies and Tribes, as needed/directed.
- Assist in coordinating and distribution of the quarterly IRHA newsletter, create and maintain other published materials, public announcements/relations, and website as needed.
- May supervise, train, support, discipline, evaluate and recommend promotions or termination of the Receptionist and Travel Specialist position as needed per added assigned duties.
- Work as part of a team and/or take the lead in coordinating and planning organizational and joint collaborative meetings, communications, conferences and events.
- Compose and conduct correspondence activities on behalf of IRHA, CEO or Board of Commissioners (BOC) as needed/directed.
- Assist in copying, certifying and distributing and/or mailing documents, creating draft to final correspondence, memos, letters, spreadsheets and forms for CEO.
- Type reports and documents, create and maintain spreadsheets and word documents, proofread reports to verify accuracy.
- Research and assemble information from a variety of sources for the preparation of records, reports, manuals and guidebooks, including compiling, synthesizing and manipulating data as needed. Enter, retrieve, and input electronic data into established forms and computer system quickly and accurately.
- Keep ongoing business contact information for CEO.
- Request travel arrangements in coordination with the Travel Specialist for the CEO.
- Attend meetings at the request of the executive or senior management, take minutes and report back as necessary.
- Log and track complaints sent to the housing authority, ensuring that appropriate responses are completed.
- Advise CEO of issues requiring his/her knowledge, to keep CEO abreast of all housing authority activities.
- Receive telephone calls, screen visitors, respond to requests, refer to appropriate staff and/or recommend action. Cover front-desk office when called upon.
- Under guidance of the CEO, Coordinate and prepare materials for Board of Commissioners meetings and work sessions including arranging meeting rooms, refreshments, and BOC packet preparation. Ensures notices are distributed to all interest parties [Doyon, TCC, FNA, etc.]
- Attend and record BOC meetings/work sessions. Maintain records of the BOC, including Resolutions, meeting minutes, oaths of offices, etc; Compose, type, obtain signatures and affix the IRHA seal to all resolutions passed by the BOC.
- Coordinate the Board of Commissioners calendar regarding Board meetings and BOC training and serve as main contact for the BOC regarding meeting dates, functions, training requests, and other support requests of the Board.
- Coordinate and provide travel arrangements as needed to the BOC.
- Set up, and update manuals and oversee administrative policies, procedures, and regulations to departments.
- Handle confidential and non-routine information
- Work independently and/or with a team on special and nonrecurring and ongoing projects at the request of the CEO, which may include: planning and coordinating multiple presentations, disseminating information, and organizing company wide events throughout the year.

Other Tasks:
- Assist in updating of organizational chart changes as needed.
- Assist in cross training as designated.
- Perform other duties as assigned.

Supervisory Responsibilities:
None. This position may supervise the Receptionist and Travel Specialist as an added duty.

Qualifications: To perform this job successfully, an individual must be able to perform each essential function and preferably can also perform other tasks satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions if such accommodations do not cause undue hardship to the organization.

Education and/or Experience:
Minimum: Five years of administrative support or secretarial experience, with at least one year experience serving as a Board secretary; or an equivalent combination of training and experience. One year of supervisory experience.
Preferred: Associate’s degree from two-year college or technical school in business.

Skills, Knowledge and Abilities:
- Knowledge of office administration practices, procedures, protocols and terminology.
- Knowledge of and ability to use computer hardware, electronic data base management and related software.
- Knowledge of and ability to use standard office equipment, e.g. phones, copier, fax.
- Knowledge of parliamentary procedures and minute taking.
- Knowledge of and ability to perform filing practices and procedures.
- Knowledge of and ability to apply correct English usage, including spelling, grammar and punctuation.
- Knowledge of and ability to apply computer and technology skills in order to perform word processing, create spreadsheets, maintain database and use standard business software.
- Ability to handle complex responsibilities such as conducting research, preparing statistical reports, hiring, supervising, and training other clerical/administrative staff.
- Ability to read and comprehend complex and technical documents.
- Ability to analyze and solve routine problems.
- Ability to work with written and computerized data.
- Ability to learn, follow and apply established regulations and procedures.
- Ability to accurately perform mathematical computations.
- Ability to communicate information in writing so others will understand.
- Ability to effectively understand and communicate verbally with others.
- Abilities to supervise, monitor and evaluate the performance of others.
- Ability to type accurately at a speed necessary to meet the requirements of the job.
- Ability to organize, set priorities and exercise sound judgment within areas of responsibility.
- Ability to organize and maintain office and specialized files.
- Ability to maintain sensitive and confidential information.
- Ability to understand and follow written and oral instructions
- Ability to prepare clear, accurate and concise records and reports
- Ability to perform highly detailed work on multiple, concurrent tasks with constant interruptions and work under changing deadlines.
- Ability to use tact, discretion and courtesy in dealing with clients, the public, and others encountered in the course of the work.
- Ability to establish and maintain working relationships with managers, employees and others encountered in the course of work.
- Ability to travel as needed.
**Physical Requirements**
Regularly required to sit; talk or hear, both in person and by telephone and use hands repetitively to operate and maneuver office equipment and reach with hands and arms. Employees are regularly required to go to other work areas in the building and off site for business errands and lift up to ten pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Working Conditions**
Work is performed in an office environment with moderate noise level. In the course of working with the public, may encounter aggressive or inappropriate behavior on a limited basis.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.