

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M15

Reviewed: 00/00/00
Revised: 00/00/00

ADMINISTRATIVE SERVICES OFFICER
(FLSA Exempt)

DEFINITION/PURPOSE:

Provide professional organizational support services for the agency's program departments, including Central Administration, Development/Modernization, and Housing Operations, and carries out special projects as assigned by the Executive Director.

DISTINGUISHING CHARACTERISTICS:

This single position management classification differs from all other classifications in that it solely responsible to the Executive Director, but is expected to be a resource to all agency departments based on priorities set by the Executive Director.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct general administrative direction of the Executive Director, with significant independence.

The Administrative Services Officer exercises direct and general supervision over assigned clerical employees.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Respond to inquiries from the general public, residents, and the news media concerning Authority programs.
- Assist in writing, producing, and distributing Authority Employee Handbooks, Resident Handbooks, and special reports as assigned.
- Coordinate the agencies insurance coverage under the direction of the Executive Director and represents the agency at meeting of the California Housing Authority Risk Management Association, the agency's insurance pool.
- Compile the agendas and records for Advisory Housing Commission meetings. Composes, prepare and distribute minutes.
- Prepare agency submission to the Board of Commissioners and the County Administrator, including agenda items, resolutions, reports, and recommendations.

- Maintain all records and correspondence relating to Advisory Housing Commission and Board of Commissioners.
- Provide support to agency departments for the planning, preparation, and submission of grant proposals to deferral, state, and local agencies, as well as private sources, and assists agency staff to submit timely progress reports for funded programs.
- Conduct specialized research, data analysis, and writing assignments for all agency departments, as assigned in consultation with the Executive Director.
- Trains subordinate staff.
- Prepares correspondence and monthly activities and status reports.
- Undertakes special studies and assignments as directed by the Executive Director.
- Respond to and resolve issues pertaining to the public information program. Advise Executive Director and Department Heads in a timely manner on necessary actions, problems, or requirements.
- Serve as an advisor to the Executive Director regarding management and operations issues and other Authority-wide matters.
- Assist in the development of authority policies and procedures implementing Federal, State, and local directives and statutes and Authority policies, and, as applicable, procedures for department activities and programs.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of work.
- Responsible for departmental employee training.
- Responsible for motivation, supervision, and evaluation of subordinate employees. Recommend salary increases and take disciplinary action as necessary and authorized. Approve leave requests and time cards for subordinate employees.
- Participate in the selection of staff. Delegate duties to subordinates.
- Serve as the training coordinator for County-offered training.

OTHER JOB FUNCTIONS:

- Represent the authority in meetings, as assigned by the Executive Director.
- May represent the Authority at conferences.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Principles and practices of supervision and office administration. Communications and standard office equipment. Uses of personal computers. Public housing laws, and agency rules, regulations, and standards.

Ability to – Plan, organize, and coordinate work in a manner that fulfills the priorities of the Executive Director and needs of Central Administration. Supervise the work of assigned subordinate personnel. Maintain confidentiality. Analyze and interpret data and prepare reports. Comprehend and interpret complex rules, regulations and laws. Establish and maintain positive and effective working relationships with the community, other governmental agencies and their representatives, the media, Authority staff, residents and the general public. Communicate complex ideas clearly, effectively and with diplomacy both orally and in writing; and speak effectively before groups. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, climb stairs, and operate keyboard equipment. A majority of work is conducted in a standard indoor office environment.

Other – Provide an annual Statement of Economic Interest.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.

- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Three (3) years of increasingly responsible experience in public relations, customer relations, administrative duties, or a related field. Experience in either the public or private sectors in a housing-related environment would be desirable.

Education – Possess a Bachelor’s Degree from an accredited college or university with a major in public relations, communications, or a related field. Experience of the type indicated beyond the stated requirements may be substituted for the required education on a year-for-year basis, up to a maximum of two years. Possession of a Master’s Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience.