

JOB DESCRIPTION



Job Title:	Administrative Assistant	Reports to:	Chief Executive Officer (CEO)
Status:	Full Time, Regular	FLSA:	Non-Exempt
Department:	Admin	Location:	IRHA Administrative Office
Schedule:	Monday through Friday	Hours:	8 AM to 4:30 PM
EEO-1:	Administrative Support Workers	SOC Code:	43-6011.00
Approved By:		Date:	

Job Summary: Provide high-level administrative support to the Chief Executive Officer and executive staff by conducting research, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. Additional duties include preparation for Board of Commissioners meetings, preparing meeting minutes, preparing resolutions, updating company policy and procedures, making travel arrangements and completing travel close out for staff and the Board of Commissioners.

Essential Functions:

- Provide day-to-day general office duties as support to the Chief Executive Officer (CEO) and the executive staff.
- Type reports, memos, letters, notices, create and maintain spreadsheets and documents, proofread reports to verify accuracy.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Record, type, and distribute meeting minutes for staff meetings.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- File and retrieve corporate documents, records, and reports.
- Open, sort and distribute incoming correspondence, including faxes and emails.
- Coordinate and maintain the executive staff calendars and the organization calendar of events to include travel, leave, and other notices.
- Provide executive staff updates as needed for CEO travel, meetings and absences.
- Set up executive management meetings and all staff meetings.
- Create, update, and distribute a staff punch list, provide reminders of upcoming deadlines.
- Create and update and punch list for the CEO, provide assistance on follow through of tasks and upcoming deadlines are communicated.
- Establish, develop, maintain and updates electronic and paper office files of the CEO and the Board of Commissioners (BOC).
- Contact and coordinate with stakeholders, outside agencies and Tribes, as needed/directed.
- Assist with creation and distribution of the IRHA newsletters, annual report, brochures, create and distribute other published materials and public announcements/relations as needed.
- Update IRHA social media accounts and website.
- Update Villages and sister organizations of IRHA events, notices, and announcements.
- Provide staff updates on events, meetings and trainings from other organizations.
- Work as part of a team and in coordinating and planning organizational and joint collaborative meetings, communications, conferences and events.
- Assist in copying, certifying and distributing and/or mailing documents, creating draft to final correspondence, memos, letters, spreadsheets and forms for CEO and executive staff.
- Keep ongoing business contact information for CEO.
- Request and/or make travel arrangements in coordination with the Administrative Assistant, for all staff and the Board of Commissioners.
- Attend meetings at the request of executive management, take minutes and provide notes and minutes back for management review.

- Log and track complaints sent to the housing authority, ensuring that appropriate staff are provided the complaints, update and follow up with executive team and staff for reply.
- Advise CEO of issues requiring their knowledge, 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 for office when called upon.
- Create and disseminate BOC meeting notices at least two weeks prior to Villages, sister organizations and all interested parties (Doyon, TCC, FNA etc.).
- Prepare weeks in advance for Board of Commissioners meetings and work sessions, to include, set up, ordering of meals and beverages, clean up, shopping, requesting P.O.'s, set up of audio and visual equipment, etc.
- Attend and record BOC meetings/work sessions. Record, type, and distribute meeting minutes for BOC meetings.
- Prepare and distribute meeting minutes to executive staff for review right away following scheduled meetings.
- Provide BOC meeting packets and binders to the BOC and staff in electronic and hard copy two weeks prior to meetings for review and update any changes.
- Update BOC punch list and disperse to executive management.
- Schedule meetings for executive management to review punch list, and meeting packets prior to the BOC meeting.
- Coordinate and provide travel arrangements, hotel, per diem and meeting fee requests for the BOC meetings and workshop.
- Ensure BOC signs all meeting fee requests and per diem forms.
- Attend and record BOC meetings/work sessions. Record, type, and distribute meeting minutes for BOC meetings.
- Type and distribute resolutions to executive management for review, upon approval of resolutions get BOC signature and affix seal. Track, log and file all resolutions.
- Type up policies as requested for changes, have management review, track, file, and update all policy books and electronic files.
- Responsible for maintaining policy updates/distribution and notification to staff upon approved changes.
- Update and distribute the IRHA bylaws and governance policy as requested.
- Ensure that all permanent records of BOC resolutions, governance policy, bylaws, meeting minutes and required documents are kept secure and retained per retention regulations and laws.
- Track the BOC terms and seats.
- Provide any additional support as needed during BOC workshops and meetings.
- Prepare for annual BOC meeting in March, have all necessary documents ready and available, this will include the oath of office, voting ballots, meeting minutes, gifts for BOC, annual meeting, and meeting space.
- Provide BOC orientation for newly elected members. This will include setting up a date for orientation, complete required paperwork, provide past meeting minutes, set up of phone and email, upcoming trainings, etc.
- Coordinate the Board of Commissioners calendar regarding Board meetings and training. Serve as a contact for the BOC regarding meeting dates, functions, training requests, and other support requests of the Board. Ensure management has notifications for BOC calendar.
- Attend the annual IRHA Energy Services meeting, record and type up meeting minutes, prepare any documentation as needed and distribute to attendees.
- Send out executive manager updates to BOC.
- 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.
- Assist in updating of organizational chart changes as needed.
- Assist in cross training as designated.
- Perform other duties as assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Knowledge, Skills 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.

Supervisory Responsibilities:

None

Qualifications:

- Five years of administrative support or secretarial experience, with at least one-year experience serving as a Board secretary or administrative assistant; an equivalent combination of training and skills may be substituted upon review.

Preferred:

- Associate's degree from two-year college or technical school in business.
- Five years or more of administrative or clerical experience with on year executive experience.

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light

lifting (30 lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.