

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

JOB OPENING NOTICE

MARCH 5, 2024

- 1) POSITION TITLE: Administrative Assistant – Assisted Housing (Nonexempt)
- 2) NORMAL HOURS: Monday through Thursday and usually, one Friday out of the month
- 3) SALARY RATE: Minimum Rate is \$16.91 per hour - \$21.91 per hour
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED:
Qualified employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified external applicants can obtain a position description and application from our website, www.hsvha.org, or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

Position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE OR OTHER NON-MERIT-BASED FACTORS.

Administrative Assistant – Assisted Housing

Huntsville Housing Authority (HHA) is seeking an Administrative Assistant for its Assisted Housing Department. Under the supervision of the Director of Assisted Housing, the successful candidate will be responsible for the efficient operation of all phases of administrative office duties. Also, responsible for ensuring that the department is in compliance with the U. S. Department of Housing and Urban Development (HUD) Federal Regulations, and the Huntsville Housing Authority (HHA)-approved Housing Choice Voucher (HCV) Administrative Plan. The successful candidate will be responsible for performing administrative duties, which include, but are not limited to, maintaining the filing systems, coordinating and establishing office priorities, and assist in calculating data for HUD reports.

Must have a high school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or G.E.D. certificate issued by the appropriate state agency; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Minimum Salary - \$16.91 per hour - \$21.91 per hour.

For a complete position description and application, please visit our website at www.hsvhousing.org, or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE.**
Position is open until filled.
Drug/Alcohol/Smoke-Free Workplace
EEO Employer.

**HUNTSVILLE HOUSING AUTHORITY (HHA)
POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT – ASSISTED HOUSING**

DEPARTMENT	SUPERVISOR	CLASSIFICATION	GRADE	FLSA
Assisted Housing	Director of Assisted Housing	Full-Time	20	Nonexempt

SUMMARY OF DUTIES:

Under the supervision of the Director of Assisted Housing, responsible for the efficient operation of all phases of administrative office duties. Also responsible for ensuring that the department is in compliance with the U.S. Department of Housing and Urban Development (HUD) Federal Regulations, and the Huntsville Housing Authority (HHA)-approved Housing Choice Voucher (HCV) Administrative Plan.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Must have a high school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency, with one year of college required. Bachelor’s Degree preferred; or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Minimum of three years’ office experience.
3. Ability to type on a computer keyboard for lengthy periods at a reasonable rate of speed, have a working knowledge of Windows and the Microsoft Office Suite (especially Word, Excel, and PowerPoint), use applicable software, and operate standard office machines.
4. Strong written, verbal, and interpersonal skills.
5. Knowledgeable of HUD rules, regulations, and HHA’s Housing Choice Voucher Administrative Plan.
6. Must possess a valid driver’s license, possess and maintain a good driving record, and must be insurable by the Housing Authority’s vehicle insurance policy.

ESSENTIAL FUNCTIONS: *(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

1. Perform highly responsible secretarial duties, which include coordinating and establishing office priorities, and assist in gathering data for SEMAP HUD reports.
2. Compose letters, clear and concise HCV reports, and other correspondence for the Director of Assisted Housing and others.

HUNTSVILLE HOUSING AUTHORITY (HHA)
POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT – ASSISTED HOUSING

ESSENTIAL FUNCTIONS (Continued):

3. Handle telephone communication from applicants, participants, and general public (landlords, apartment complexes, realty agencies, and social service agencies) concerning the HCV program. Must exhibit considerable tact and judgment in screening calls.
4. Maintain HCV administrative files and reports, owner files, and Indebtedness List, which includes data entry of all debts, processing for collection, and collecting any payments.
5. Maintain and purge waiting list.
6. Track voucher lease-up and voucher expirations.
7. Maintain and order all office supplies and forms for the Assisted Housing Department.
8. Schedule annual inspections in Elite.
9. Schedule and maintain records on HQS Quality Control Inspections.
10. Prepare HCV Briefings for new participants, to include: briefing packets, sending notices to applicants, and assisting the Director of Assisted Housing during the briefing.
11. Responsible for collecting payments on repayment agreements and sending out late notices, when necessary.
12. Prepare forms for HCV application process, send notices to agencies, assist in taking applications for admission, and enter initial data on new applicants; maintain status list on applicant files, contact applicants for periodic updates to verify eligibility, and inform applicants of their application status.
13. Handle all incoming mail for the Assisted Housing Department.
14. Process hearing requests from applicants and participants, schedule hearings, inform applicants/participants and prepare hearing decisions.
15. Assign new participants to Housing Choice Voucher Specialists and maintain a log of those assignments.
16. Maintain and set up owner information in Elite.

OTHER RESPONSIBILITIES:

Perform other work-related duties as assigned.