



JOB ANNOUNCEMENT

Housing Authority City of Orange

POSITION TITLE: Executive Administrative Assistant
DEPARTMENT: Executive
DATE POSTED: July 22, 2021
CLOSING DATE: August 3, 2021

The Housing Authority City of Orange is seeking qualified applicants for the position of an Executive Administrative Assistant. This position provides administrative support for the Executive Director. The position will prepare correspondence and reports in written and electronic formats and is responsible for general office management and a variety of administrative tasks. Confidentiality is of utmost importance. Job duties include but are not limited to Secretary to the Executive Director, handle and distribute correspondence reports, legal documents, and other materials in a confidential manner, maintain personnel records and files, compile materials and assist in the preparation for manuals and publications, responsible for the PHA's health, dental, vision insurance and retirement plan. Responsible for PHA's property, flood, vehicle, and liability insurance. Preparing board packets for the Board of Commissioners board meeting and other community meetings, board supplies and the official recording of the official minutes. Post notices, create and/or distribute notices and announcements to staff and answer telephone. Schedule training and making all travel arrangements for all trainings. Maintain employee travel files and reconcile travel expenses upon travel return. Answer phone, and all other duties as assigned. Must have a High School diploma, some training in business or 3 years' experience in supportive administrative positions. Knowledge in interacting with the public and office personnel. Must be able to operate office equipment and computer experience. Ability to follow instructions. Must pass physical examination including drug and alcohol testing. Must be able to work under difficult circumstances and maintain your composure. For more information, please see website at orangeha.com. Applications must be received by August 3, 2021 by 4:00 p.m. at the following address:

Housing Authority City of Orange
Attn: Katie Swope/Executive Administrative Assistant
516 Burton Avenue
Orange, TX 77630