

Newburyport Housing Authority

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Position Title: Administrative Assistant

Department: Housing Programs/RECEPTION

Reports To: Director of Leased and Public Housing

SUMMARY

Under the supervision of the Director of Leased and Public Housing, the Administrative Assistant will support the Housing Choice Voucher (HCV) staff as well as the leased & public housing staff in all aspects of department and programmatic functions as needed. This position will also encompass front desk administration and direct interaction with residents and clients.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of the working being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned as needed as well.

- Responsible for supporting staff in the completion all annual/interim household income certifications. Calculates rents and notifies residents in accordance with all federal regulations.
- This position encompasses front desk management as well. This includes but is not limited to answering phones, work order systems, front desk reception, resident notices, general office management, etc.



- Participation in various internal/external audit processes to ensure that the program and processes are in compliance with mandated guidelines, rules & regulations.

Minimum Qualifications & Experience Required

The ideal candidate would have a solid working knowledge of state and federal housing rules and regulations but we will train the right candidate. A strong customer service background is a must. This position also requires the ability to coordinate and manage complex data as well as operations pertaining to occupancy. Superior verbal and written communication skills as well as good organization and mathematical skills are required as well. A true multi-tasker is most desired.

High School diploma or GED is required.

Salary Range

This is a PART TIME position of 18.5 hours per week.

\$25.00 per hour

Limited benefits available (vacation & sick time)

Location

Newburyport/West Newbury H.A.

Instructions to Apply

All interested parties should submit a cover letter and resume to:

Tracy M. Watson, Executive Director,

Newburyport Housing Authority

25 Temple Street, Newburyport, MA 01950

Or email to:

TMWATSON@NHAHOUSING.COM

Applications will be accepted until position is filled.

