

Northern Ponca Housing Authority

Providing Homes, Creating Communities, Changing Lives



Position Title:	Administrative Assistant
Department:	Administration
Reports To:	Office Management Coordinator
Classification:	Full-time
Status:	Non-exempt
Salary Range:	\$13.00 – \$15.00; dependent upon experience
Location:	Norfolk, NE
Hours of Work:	Monday through Friday, 8:00am-4:30pm, variations in days and time as needed
Approval Date:	2/8/2020

Job Function:

The Administrative Assistant must be customer service oriented and provide support services to the Northern Ponca Housing Authority front desk. The Administrative Assistant must have the ability to plan and organize a heavy clerical workload within acceptable timeframes and use good judgment, tact and diplomacy when dealing with customers, tenants, vendors, Board of Commissioners, and staff.

Essential Responsibilities and Duties:

1. Perform a variety of general office tasks and receptionist duties, including:
 - a. Receive and route telephone calls, screen visitors, respond to requests, refer to appropriate staff and/or recommend action.
 - b. Copy, certify, distribute and/or mail documents, create drafts to final correspondences, memos, letters, spreadsheets, and forms for the departmental managers.
 - c. Pick up, log, and distribute incoming and outgoing mail.
 - d. Procure and purchase office supplies, materials, and services with purchase orders.
 - e. Research, gather, and update content for the NPHA website and social media.
2. Assist in planning and organizing events such as staff meetings, tenant events, etc.
3. Create, post and maintain published materials and public announcements/relations as needed.
4. Prepare travel arrangements for staff, including travel authorization forms and booking flights, cars and hotel reservations.
5. Make arrangements for the Board of Commissioners travel and meetings/work sessions, including booking meeting rooms and refreshments, flights, cars, hotel reservations and preparing the travel authorization forms.
6. Assist with scanning files into the electronic database.
7. Assist with departmental filing.
8. Assist the Office Management Coordinator and the Records Management Specialist in delegated tasks as necessary.
9. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

1. Must be able to work with limited supervision and be task oriented.
2. Must be proficient in MS Office software and in the use of all office equipment.

Relationship and Authority

No supervisory responsibilities.

Requirements and Qualifications:

- High school diploma or its equivalent.

Desirable Qualifications:

- Associate Degree from two-year college or technical school in business or related field.

1501 W. Michigan Ave, Norfolk, NE 68701
 P: 402-379-8224, F: 402-379-8557
www.poncahousing.org, admin@poncahousing.org

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- Three to five years of administrative support or secretarial experience; or an equivalent combination of training and experience.

Physical Requirements/Working conditions:

- Majority of work time will be spent in an office setting, sitting for the duration of the work hours and occasionally lifting up to 30 lbs. as needed.

NPHA Requirements:

1. Ability to follow policies and procedures, such as personnel, safety, housing, maintenance, etc.
2. Ability to establish and maintain effective relationships with NPHA staff, contractors, tenants, and tribal members.
3. Ability to understand and relate to Native American traditions, customs, and socioeconomic conditions.
4. Works as a team to develop a "best practice" approach in housing functions.
5. Must be able to work with little or no supervision.
6. Must have a valid Driver's License and be insurable throughout the duration of employment.
7. Comply with drug and alcohol-free workplace policies.
8. Successful completion of background screens and pre-employment drug testing.
9. Travel may be required.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

Employee Name	Signature	Date
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Supervisor Name	Signature	Date
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