



VACANCY ANNOUNCEMENT

Human Resources Department 150 Highland Ave Bridgeport, CT 06604

ADMINISTRATIVE ASSISTANT – PLANNING, DEVELOPMENT, MODERNIZATION & PROCUREMENT

JOB TITLE: Administrative Assistant - Planning, Redevelopment & Modernization
EXEMPT: non-exempt / full time - 37.5 hrs weekly / union 1303
SALARY RANGE: **Minimum:** \$29,858 (\$15.31/hourly) **Maximum:** \$41,588 (\$21.33/hourly)
EMPLOYEE REPORTS TO: Director of Planning, Development, Modernization & Procurement
PREPARED BY: Human Resources / P & D **DATE:** 7/21/2017
APPROVED BY: Human Resources / P & D **DATE:** 7/21/2017
Posting Date: 7/26/2017
Internal Posting expiration date: 8/8/2017

General Statement of Duties

The Administrative Assistant must work closely with the Department's Director in planning, developing, and monitoring all modernization, development, procurement and all other economic development activities for the Bridgeport Housing Authority funded through the Capital Fund Program, Development funds and other funding sources. The Administrative Assistant will have administrative and clerical duties that support the department's responsibilities in the areas of contract management and monitoring to insure compliance with contract documents; oversee new/existing modernization, development and all other economic development projects; maintain accurate records of all projects in an excel format. Candidate must adhere to and be guided by HUD regulations and the BHA Procurement Policy.

Key Duties/Essential Job Functions

1. Provide administrative support to the Department of Planning, Redevelopment & Modernization, Purchasing, Procurement and its staff. Perform all required typing, copying, and coordination of all paperwork for the Director, Assistant Director and other department staff including ordering all necessary supplies for copier, fax, printer and other related equipment.
2. Assist in the preparation of Scopes of Work, Specifications, Request for Proposals/Qualifications and Invitation to Bids.
3. Prepare and maintain reports and records required by HUD and/or the BHA which relate to modernization, development and all other economic development program projects and activities at the request of the Department staff.
4. Institute filing method/procedure and maintain a central filing system for the Department, Modernization, development and all other department activity records must be readily accessible.
5. Maintain an Excel project contracting record showing contract effective data, contract number, contractor, contract completion schedule, contract face values and type of work being accomplished.
6. Assist in the gathering, analysis, preparation and presentation of rehabilitation/development data in written, graphic and oral reports.
7. Organize scheduling requirements for the Department and its staff.

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8. Compile and retrieve data, documents and general correspondence at the request of Department staff. Documents include internal and external correspondences, memos, requests for information, excel spreadsheets, reporting forms, architectural and/or engineering prints and bid documents, etc.
9. Prepare and submit reports as required by funding sources (HUD, State, City).
10. Handle all telephone calls for the Department staff and respond or relate them accordingly.
11. As requested, compose correspondences and communication.
12. Maintain library of HUD Handbooks, PIH notices and other guidance materials useful to the day-to-day operation of the Department and the Authority.
13. Coordinate, communicate, collaborate and cooperate with other departments and staff for planning purposes, which affect the Authority's operations, policies and procedures.
14. Compose and enter electronically a wide variety of material including but not limited to fund application packages, development packages, modernization program, bid advertisement and memorandums.
15. Assist the Department and its staff in carrying out other related functions of the department.
16. Provide support to the Executive Director's office for board resolution/review items pertaining to the Department.
17. Screen visitors. Schedule staff meetings as instructed. Follow-up on assignments as instructed by the Director and Assistant Director of Planning, Redevelopment and Modernization.
18. Perform special and confidential clerical and administrative assignments for the Department staff as required. Type all meeting notes and correspondence as requested by the Department staff.
19. As requested, receive and review all incoming mail for the department and distribute copies to various departments when appropriate.
20. Answer telephone calls at the Main Switchboard, when needed.
21. Assist the Executive Administrative Assistant with clerical support, when needed. Provide typing services for the Executive Office.
22. Perform other duties as required.

Knowledge, Requirement Skills and Abilities

1. Must participate in staff development activities to increase skill level required under this job description.
2. Computer literate.
3. Good communication skills.
4. Good documentation skills.
5. Skill in utilizing spreadsheets for purposes of data collection and management.
6. Ability to prepare a variety of reports.
7. Ability to establish and maintain effective working relationships with others.
8. Ability to read and interpret complex written material



9. Person must take initiative and be resourceful.
10. Ability to successfully work with and serve a diverse local community with tact, courtesy and good judgment.
11. This position may require the use of personal or authority vehicles on authority business. Individuals must be physically capable of operating the authority vehicles safely, possess a valid CT driver's license and have an acceptable driving record.

Qualifications/Education

High School Diploma and at least five years of experience in doing administrative support work. An Associate Degree in Business Administration or a Business School Training Certificate can substitute for up to two years of experience. Excellent clerical, computer and work processing experience. Ability to operate standard office equipment, good typing. Excellent composition skills, telephone demeanor and customer friendly. Must have the ability to listen and communicate with a diverse group of individuals. Excellent communication skills, both verbal and written. Cooperative/courteous to the public and a team player. Work independently without direct supervision. Possess a CT driver's license.

Working Conditions/Physical Requirements

Typical office environment and able to attend meetings, trainings and travel to BHA sites unaccompanied.

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TO APPLY:

INTERNAL APPLICANTS:

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=pcc150&jobId=93107&lang=en_US&source=CC2

EXTERNAL APPLICANTS:

https://workforcenow.adp.com/jobs/apply/posting.html?client=pcc150&jobId=93107&lang=en_US&source=CC3

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