

**Sheboygan Housing Authority
611 North Water Street
Sheboygan, WI 53081**

Job Description: **Administrative Assistant/Occupancy Specialist
(full time)**
Responsible to: **Executive Director**

GENERAL RESPONSIBILITY: Under the direction of the Executive Director, the administrative assistant is responsible for overall daily operations of the office in accordance with the Sheboygan Housing Authority's established policies and by-laws, federal and state laws, HUD regulations. This position shall maintain the highest level of confidentiality for all information that is gained regarding tenants, potential tenants and the organization. Shall have a positive attitude and promote a team approach to all aspects of operations.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Answers phones in a polite and respectful manner, answering questions and/or directing callers to the appropriate staff person or other community agency. Shall provide clear, written messages.
2. Shall print, assign and close out weekly custodian maintenance worksheets each week. Shall process and file tenant work orders.
3. Collect and process mail coming to the office, and assure outgoing mail is taken care of each day, be responsible for operation and maintenance of office machinery.
4. Responsible for accepting rent payments in the office and providing receipts.
5. Assist with entering rent collected into tenant accounting and deposit checks.
6. Responsible for maintaining adequate supply of housing packet applications for various programs as well as mailing out complete packets as requested.
7. Enter and process State Wage process weekly.
8. Complete office filing daily.

9. Accepts new applicants, interviews and enters move-in information into the Wait List software.
10. Shall be responsible for maintaining the list of vacant and vacating apartments, selecting qualified applicants from the waiting list and after approval will assign applicants to vacant apartments following Housing Authority procedures. Will be available to show apartments, prepare and review lease paperwork with prospective tenants. Will maintain vacancy rate in keeping with HUD vacancy standards.
11. Maintain records of tenant pet records and vehicle information.
12. Works in tandem with the Executive Director to assure all accounts payable bills are entered into the software system accurately and bills are processed. Has working knowledge of payroll process so that in the absence of the ED will process as necessary.
13. Performs other duties as may be required and requested.

QUALIFICATIONS (SKILLS, KNOWLEDGE, ABILITIES)

1. Excellent verbal and written communication skills.
2. Ability to work harmoniously with Housing Authority tenants, staff, the public, government officials, and other agencies.
3. Ability to seek out new and innovative ways of fulfilling Housing Authority objectives
4. A demonstrated ability to work independently on multiple tasks with a high degree to accuracy.
5. Computer literacy and effective use of various computer software programs.
6. Possession of a valid driver's license and willingness to use reliable personal vehicle in the course of employment; or, a stated plan for equivalent mobility.

Please contact Joe Rupnik @ 920-459-3466 or joe.rupnik@sheboyanha.com if interested.
Salary range \$15.00 to \$18.00/hr depending on experience

Holidays:

Christmas Eve
Christmas Day
New Years Eve
New Years Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the Friday after
Two personal days per year

Vacation:

Two weeks After one year of employment
Three weeks After five years of employment
Four weeks After fifteen years of employment
Five weeks After 25 years of employment
Vacation may not be accumulated from year to year.

Sick Leave:

Employees may be paid for sick leave because of illness or accident. Sick leave shall be accumulated at the rate of one day per month.
Sick leave may be accumulated up to 75 working days.
A note from a physician shall be required for any period of sick leave in excess of three days.
In no event shall an employee be paid for sick leave not taken.

Wisconsin Retirement Fund:

All staff is required to participate in the Wisconsin Retirement Fund as long as they work 600 or more hours per year.

Health Insurance and Dental Insurance (Optional)

All employees wishing to have health and dental insurance will be covered by carrier under contract. Presently we are covered under the State of Wisconsin plan because we are a small HA. Each employee pays 10% of the cost (which can be a variable rate depending on state legislation).

Life Insurance (Optional)

All employees may enroll in a Life Insurance Plan. Each employee contributes about 50% of the cost. This plan covers you while employed and beneficiary would receive about ½ of one-year salary so the cost is dependent on wages and age of employee.