

**HOUSING AUTHORITY OF THE CITY OF PASSAIC
JOB DESCRIPTION**

TITLE: EXECUTIVE/PERSONNEL ASSISTANT

SUPERVISOR: EXECUTIVE DIRECTOR

DEFINITION:

Under direction of the Executive Director, acts as staff and personal representative responsible for assisting in the execution of department functions through implementation of policy and development, management, and control of plans, programs, and operations by employing accepted techniques of management; coordinates and administers employee benefits program and workers' compensation program; does other related duties as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

- Interviews visitors concerned with Authority issues, explains position of the department, and advises the Executive Director on matters requiring personal attention.
- Serves as liaison with other departments and agencies to alleviate the Executive Director of management and administrative problems, and fulfills organizational needs and requirements by collaborating with Department Heads and administrative personnel.
- Resolves problems which may arise and/or refer as necessary to Department Heads.
- Acts as personal representative of the director at meetings and conferences.
- Maintains an electronic and manual calendar of the Executive Director's activities, i.e. meetings, conferences, travel, etc.
- Prepares agenda and packet for the Board of Commissioners' monthly meeting and transcribes recorded minutes.
- Develops, reviews, interprets, and controls objectives, policies, and procedures.
- Plans, organizes, and directs programs and activities.
- Coordinates various functions within the department.
- Confers with management personnel on budgetary needs and allowances.
- Ensures that project target dates and/or deadlines are met.
- Develops and implements measures to ensure that directives are properly carried out by the appropriate department(s), and directs assignment and management of such measures.
- Researches, analyzes, and/or prepares proposed policies affecting department programs or functions.
- Provides assignment, instruction, and supervision to other staff members.
- Drafts correspondence in the course of official duties.
- Supervises the maintenance of essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Authority.

KNOWLEDGE AND ABILITIES:

- Knowledge of management principles, concepts, and techniques, and their practical application.
- Knowledge of and familiarity with government budget practices, procedures, problems, and analysis.
- Knowledge of programs, responsibilities, functions, organization, and budget and operating problems of the department after a period of training.
- Knowledge of theory and practice of organization, planning, management, and supervision.
- Knowledge of functions and interrelationships of state and local governments.
- Knowledge and/or familiarity with the New Jersey Open Public Meetings Act.
- Ability to plan, initiate, and execute programs within the department.
- Ability to establish procedures and apply them to specific problems or tasks.
- Ability to work harmoniously with co-workers, subordinates, departments, and with the public.
- Ability to use basic information to develop standards to be applied to administrative practices, procedures, and budget.
- Ability to assign, instruct, and supervise professional and other staff.
- Ability to plan, carry out, and supervise assigned investigations, surveys, studies, and research activities and report thereon.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to supervise the maintenance of essential records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English and Spanish sufficiently to perform the duties of this position.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

PERSONNEL:

EXAMPLES OF WORK:

- Advertise new positions; set up interviews, administer employment test (if required) and send letter to applicants not selected.
- Conducts orientation of new employees.
- Health Benefits – Submits enrollments, insurance waivers, changes and terminations to the State Health Benefits Program; checks monthly invoices; notify employees of Open Enrollment (October for Medical and January for Dental).
- Prepares new employee files.
- Pension -- Process enrollments and reports changes to the State of New Jersey Division of Pensions and Benefits as required.

- Prepares Personnel Action Forms for new hires, suspensions, and any change in salary or position and termination of employment.
- Assists in the establishment of personnel policies and procedures.
- Provides advice and assistance on personnel issues.
- Disseminates policy and procedural information to appropriate staff.
- Assists in the preparation of resolutions for new positions and other personnel matters
- Counsels employees prior to retirement to determine eligibility and explain pension benefits.
- Updates Employee Policies and Procedures Manual, Employee Handbook and Union Contract as required.

KNOWLEDGE AND ABILITIES:

- Knowledge of rules and regulations governing employee benefit plans.
- Knowledge of methods, practices, procedures and regulations involved in processing Workers' Compensation claims.
- Ability to deal tactfully and effectively with people.
- Ability to provide information, advice, and assistance to employee health benefit program members.
- Ability to supervise the maintenance of records and files.
- Ability to comprehend, analyze and interpret regulations and procedures.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

- Entry level experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.
- Two (2) years of experience in administering an employee benefits program and workers' compensation program.

NOTE: Graduation from an accredited college or university with a Master's degree in Public Administration, Business Administration, Management, or related field may be substituted for one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.