



Northern Circle Indian Housing Authority

694 Pinoleville Drive, Ukiah CA 95482

707-468-1336 800-521-3191

JOB ANNOUNCEMENT

TITLE: Executive Assistant
CLOSING DATE: November 20, 2018

WORK - WEEK: 40 hours/M-F
SALARY: \$41,305 - \$64,078

JOB DUTIES TO INCLUDE:

Under the general supervision of the Executive Director, shall perform a variety of highly complex administrative functions in support of the Executive Director and designated Department Managers. Performs complex and confidential clerical and record keeping tasks for the organization relieving the Executive Director and Managers of the more routine administrative duties. Position requires exercise of independent judgment and initiative.

- Composes and types a wide variety of documents, reports, correspondence.
- Develops, designs and produces a wide variety of charts, graphs, newsletters, calendars
- Maintain and monitor the Housing Data Systems (HDS) software for the organization
- Responsible for maintaining employment application processes as positions become vacant
- Maintain NCIHA master copies and computerized policies, forms, position descriptions, organizational and staffing charts and updates as required.
- Coordinate NCIHA events such as workshops, conferences, staff events, manages logistics

EXPERIENCE, KNOWLEDGE:

- Must have Minimum of 3 years advanced clerical experience with ability to type 45 wpm
- Ability to work independently and handle heavy workload in an efficient and expeditious manner along with good organizational & recordkeeping skills
- Operational knowledge of HDS A/R system & Microsoft Office Suite
- Willingness to attend training seminars/workshops to expand working knowledge of housing programs and possess, or able to obtain, Certificate of Certified Occupancy Specialist
- Must exercise independent judgement and initiative

REQUIREMENTS:

- Provide Tribal affiliation on employment application
- Possess a valid CA Drivers License
- Ability to meet NCIHA vehicle insurance requirements
- Pre-employment Drug Testing

NOTES:

Employment application and full job description is available at 694 Pinoleville Drive, Ukiah CA, Call 468-1336 if you would like additional information. Application & resume required.

Contact Person: Lynn Crabtree, Occupancy Manager