

Job Posting
BROCKTON HOUSING AUTHORITY

The Brockton Housing Authority, a nationally recognized and award winning public housing authority, located in Brockton, Massachusetts is presently accepting applications for the following full time position:

Administrative Assistant to Division Director of Asset Management

A cover letter and resume are required and should be mailed or delivered to the Director of Human Resources, Brockton Housing Authority, 45 Goddard Road, P.O. Box 7070, Brockton, MA 02303. Any resumes received after 3:00 PM on February 5, 2018 will not be considered. No electronic submittals will be accepted. Applicants are encouraged to review the full job description, describing the qualifications necessary and expected duties for each position, which can be found at www.brocktonhousingauthority.com. The starting salary for the position will be part of the job description.

The Brockton Housing Authority is an Equal Opportunity Employer

In compliance with Section 3 of the HUD Act of 1968, Brockton Housing Authority Residents, Section 8 Voucher holders and other low or very low income Brockton residents are encouraged to apply and may receive a preference.

BROCKTON HOUSING AUTHORITY

**Administrative Assistant to Division
Director of Asset Management**

Starting Salary: \$50,536

Location: Administrative Offices

Hours Per Week: 35

General Statement of Duties: This is a highly responsible position of an administrative and technical nature. Incumbent will exercise independent judgement, functioning with minimal supervision. Schedules, supervises, and accomplishes administrative and clerical work in support of the Department of Asset Management. Interacts with multiple departments and personnel to assist the Division Director in a variety of facets of asset management.

Supervised By: Division Director of Asset Management

Responsibilities:

1. Use in house software to retrieve and analyze a variety of data pertaining to multiple departments in the Division and be able to diagnose trends and translate/ forecast findings into reports and spreadsheets and other software formats as needed.
2. Utilize Department of Housing and Urban Development (HUD) and the Department of Housing and Community Development (DHCD) data systems to insure compliance by multiple departments as to reporting deadlines, requirements and monitor and report out any deficiencies.
3. Monitors monthly budget comparatives and contract cost reports to observe anomalies between projected budget line items vs actual spending to date and utilizes in house software to determine causes of variances and reports out to Division Director.
4. Utilizes work order software system to monitor compliance with DHCD's Agreed Upon Procedures (AUP) requirements and in-house goals; as well as perform statistical analysis and report out successful or problematic trends and possible causes.
5. Perform analysis of inventory purchases, in-house stock rates, cost reasonableness of vendors, and purchase orders to insure sound procurement practices.
6. Works with Division Director to review existing and create new Standard Operating Procedures for the various departments within the Division.
7. Maintain and update procurement schedules and assist in the compilation, advertising and distribution of bids by other Directors in the Division.
8. Work independently, as well as a team member, on a variety of projects.
9. Supervises others in assigned tasks and implementation of new procedures and reporting.
10. Attends meetings and appropriate job trainings as required by supervisor.
11. Perform various clerical duties, including but not limited to: data entry, composing correspondence, filing, telephone and computer communications, copying, and

maintenance of records.

12. Develop, foster and maintain favorable working relationships with coworkers, resident organizations, tenants and outside agencies.
13. Performs duties consistent with agency/program policies and procedures.
14. Perform other work-related duties as required or as assigned by supervisor/designee.

Qualifications

- Bachelor's Degree mandatory, Graduate Degree preferred from an accredited college in Business Administration, Public Administration or closely related field.
- Two years of responsible professional experience in an executive administrative capacity or related internship.
- Demonstrated knowledge of sound management practices and utilization of statistical analysis resulting in data driven outcomes.
- Demonstrated experience in strategic planning.
- Demonstrated experience in projects that required interactions with various stakeholders.
- Demonstrated ability to plan, direct and supervise others
- Demonstrated knowledge of personal computer and Microsoft applications including word processing, database, spreadsheet applications, e-mail, Internet, etc.
- .Ability to express oneself clearly and concisely both orally and in writing.

Thomas G. Thibeault, Executive Director

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Date: 1/18/18