

**SPRINGFIELD HOUSING AUTHORITY**

200 North Eleventh Street

Springfield, IL 62703

The Springfield Housing Authority is currently accepting applications/resumes for the following position:

**Position Vacancy**

**EXECUTIVE OFFICE ADMINISTRATOR**

*Full-Time Position / Salary Range: Negotiable*

**EDUCATION & EXPERIENCE:**

Bachelor's degree in business administration, business management or public administration from an accredited college or university; four (4) years of progressive experience in a professional position directly responsible for office management; and two (2) years of experience in administration; or any equivalent combination of training and work experience that provides the necessary knowledge, skills and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and ability to interpret, understand, and follow standard federal, state, local, and housing authority standards, processes, procedures, policies, and regulations; Knowledge of and skill in maintaining records in compliance with the Illinois Open Meetings Act, FOIA, and various other public record retention processes, policies, procedures, and regulations; Knowledge of occupational hazards and applicable precautionary measures; Skill in the proficient use of office equipment, computers, and software; Skill in taking dictation, transcribing notes, and typing letters 70 WPM with accuracy; Skill in composing and generating letters, complex records, and computerized reports; Ability to work independently in an organized, thorough, detailed, accurate, and efficient manner; Ability to represent the Executive Director's office; initiate, and maintain positive public and interpersonal relationships; and communicate (oral and written) and interact with diverse individuals (public, outside agencies/vendors, co-workers, and Commissioners) in a courteous, confidential, effective, positive, professional, and ethical manner; Ability to maintain a valid Illinois driver's license and be an insurable SHA driver.

**DUTIES & RESPONSIBILITIES:**

Performs highly responsible, diversified, and complex administrative and operational support to assist the Executive Director/Executive office in accomplishing the administrative and operational functions of the Springfield Housing Authority (SHA). Coordinates the daily operations and management of the Executive Office. Uses considerable independent judgement and initiative to perform a variety of tasks inclusive of but not limited to overall Executive Office management; report writing, newsletter, and press release development, reading, understanding, interpreting, and articulating federal rules and regulations as well as SHA policies and standard operating procedures to others. Reads, understands, and articulates PHAS, SEMAP, and Public Housing Agency Plan submissions.

The Executive Office Administrator provides administrative support to state, regional, and national housing associations based on the engagement/involvement of the Executive Director. These responsibilities are inclusive of, but not limited to, coordinating association board meetings, serving as the association's administrative support, generating newsletters, upgrading and maintaining association web sites, conference planning and coordination, etc.

**APPLICATIONS SHOULD BE FORWARDED TO:**

Springfield Housing Authority  
Department of Human Resources  
200 N. Eleventh Street  
Springfield, IL 62703

Via e-mail: [wendym@sha1.org](mailto:wendym@sha1.org) or fax: 217-753-4421

[www.springfieldhousingauthority.org](http://www.springfieldhousingauthority.org) and by clicking on the link:

<https://Secure.YourPayrollHR.com/ta/TPCA435.careers?ApplyToJob=654537605>

Internal candidates should use their TruPay login, Our Company, Search For Jobs, View Selected Jobs, Apply For This Job

Posting Dates: 7/15/2024 – 7/24/2024

***This position will remain open until filled***

County Residency Required Within One Year of Employment

**The Springfield Housing Authority is an Equal Opportunity Employer**