

San Miguel Regional Housing Authority (SMRHA)

San Miguel County, Colorado

Job Description

Administrative Coordinator

Department: SMRHA- outreach, education and admin support
Job Title: Administrative Coordinator
Job Type: Non-Exempt, Full Time 40 hours/week
Compensation: \$25.45-\$28.10 /hour DOQ
Location: Telluride, CO
Closing Date: Open until filled

Position Summary

Performs a variety of clerical, secretarial, and administrative duties in support of the SMRHA Manager and Board of Directors.

Supervision Received: Receives general supervision from the San Miguel Regional Housing Authority Manager. The successful candidate must be able to work independently with minimal supervision in an office environment.

Supervision Exercised: This position does not have any direct supervisory responsibilities.

Essential Job Functions

- Assists with managing office support functions; work activities of assigned clerical personnel reviews work for accuracy.
- Performs administrative duties, including, but not limited to: Answering calls and emails from the public, Town of Telluride and County partners. Topics of communication include housing vouchers, applications, and rental and ownership housing opportunities, complaints and requests for information on housing regulations, procedures, and precedents.
- Updates the SMRHA website and social media outlets.
- Drafts and proofreads a wide variety of reports, letters, memos, meeting minutes and statistical charts in addition to annual budget materials.

- Responsible for maintaining records such as utilizing computer and hard copy data, inputs and retrieving data and text into a computer system
- Assist in the maintenance of calendars for Authority activities, meetings and various events, coordinates activities with Town and County Partners, the public and outside agencies.
- Performs other related duties as required and assigned.

Desired Knowledge, Skills & Abilities

- Knowledge of basic office skills and procedures including spelling, punctuation, grammar, taking minutes, composition, and report presentation.
- Knowledge of Town and County's organization and operations, rules, regulations, ordinances, and procedures.
- Knowledge of Microsoft Office Suite (MS Word, MS Excel, PowerPoint); Gmail; Google Suite, etc.; and use additional technology that supports the position.
- Skill in summarizing information (including facts and opinions) succinctly and accurately.
- Possess an innate ability to establish and reinforce positive working relationships, including maintaining confidentiality.
- Ability to exchange information with others and to develop and present recommendations.
- Ability to maintain confidentiality and perform responsibly using independent judgment
- Ability to use mathematical reasoning to carry out office management responsibilities.
- Ability to utilize analytical skills and apply results.
- Ability to interpret and apply administrative and Authority policies and procedures.
- Ability to prioritize tasks, duties and responsibilities and deliver effective results while adhering to scheduled deadlines.
- Ability to prepare and maintain detailed records, files, and reports and to perform a variety of tasks, duties and responsibilities requiring exercising independent judgment.
- Ability to work effectively both independently and in a team environment and utilize initiative to direct own activities.
- Acquires and maintains a highly technical working knowledge of relevant laws, regulations, policies, standards, and procedures set forth by governing agencies and San Miguel County.
- Follows all state statutes that govern these functions and maintains current knowledge of legislative changes affecting said functions.

Desired Education & Experience

- A high school diploma or equivalent is required. Bachelor's degree preferred.
- Two (2) or more years of administrative experience in a professional office environment.
- Experience working in the public sector is preferred but not required.

- Candidates possessing any combination or equivalent education and experience will also be considered.

Required Licenses & Certifications

- Must possess and maintain a valid Colorado Driver's License and satisfactory driving record.
- Must be able to satisfactorily pass a comprehensive, pre-employment background check.

Physical Requirements and Working Environment

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of consecutive time at a desk workstation while viewing multiple computer monitors; use hands and fingers to handle or feel; and reach with hands or arms. The employee is required to stand, walk, climb or balance, twist, stoop, kneel, crouch. Must be able to perform tasks requiring extensive hand eye coordination. Dexterity of hands and fingers to operate a computer keyboard, mouse and other devices and objects. The employee must frequently lift and/or move objects up to 10 pounds and occasionally up to 20 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Physical ability and mobility to drive a motor vehicle to and from meetings.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This job operates primarily in an awesome office environment. This role routinely involves standard office equipment such as computers, phones, photocopiers/faxes, and filing cabinets. Ability to tolerate and to be productive in a quiet to moderate noise level in the workplace.

Additional Resources & Support

Please review the complete job description and submit a resume and cover letter for the position to admin@smrha.org. Interested candidates are encouraged to apply immediately.

San Miguel Regional Housing Authority has the right to revise this job description at any time.

San Miguel Regional Housing Authority is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, religion, age, national origin, ancestry, marriage, pregnancy, childbirth and related conditions.