

ATLANTIC COUNTY IMPROVEMENT AUTHORITY

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Under immediate supervision of the Office Administrator, performs routine, repetitive clerical work of a varied nature which includes minimal “difficult” tasks; receive and assist callers, schedule appointments and acts as liaison between department personnel and callers; does other related duties as required. Hours are from 8:00 a.m. until 4:30 p.m., Monday through Friday.

Responsibilities include:

1) General Administrative Support

- a. Answer phones during the course of the work day; determine reason for call and ensure that all phone inquiries are directed and/or answered properly, record messages accurately.
- b. On a daily basis, open, date stamp, sort, and distribute all incoming mail; also responsible for handling outgoing mail (interoffice, express, and US Mail).
- c. Responsible for ordering office supplies, preparation of required vendor certificates and purchase orders; maintain/update inventory list.
- d. Collect weekly/monthly timesheets from employees.
- e. Maintain monthly Outlook Calendars of staff (vacation, sick, & personal time).
- f. Provide support to staff members as requested such as typing, set up files, photocopying, faxing, and binding, etc.

2) Housing Rehabilitation Programs

Provide assistance to the Program Administrator as follows:

- a. Assist callers' inquiries regarding program when necessary.
- b. Maintain, mail, and track Housing Rehab Applications and Survey Waiting list forms.
- c. Once applicant becomes eligible to participate in program, prepare/distribute agreement, set-up client file, assistance with preparation and mailing of preliminary specification package (in conjunction with inspector); type mortgage lien & note, appropriate Contract(s) (i.e. Rehab, Lead, Well and /or Septic), including invoices, etc.
- d. Assembling/ mailing of bid packages to prospective contractors; preparation of spreadsheet reflecting bid results; type/mail award letters and specifications as necessary.
- e. Upon completion of case, prepare file for close-out i.e. copying of varies information for main files (by municipality), preparation of individual and case summary sheets, and updating activity, report.
- f. Maintain/update Contractor information, i.e. bid package payments (done yearly), insurance, etc.

3) Home Buyer Programs

Provide assistance to the Program Administrator as follows:

- a. Assist with callers inquiries regarding program when necessary.
- b. Distribute Home Buyer Applications and type and mail all correspondence relative to application review.
- c. Set-up client files.
- d. Prepare and distribute award letters, etc.
- e. Type all necessary closing documents.
- f. Monitor receipt of recorded Mortgage Note, Lien, and Deed, and
- g. Ensure that copies of "current" Home Buyer proof of insurance Certificates are on file.

Provide assistance to the Program Administrator for the Community Development Block Grant Program, the Home's Community Housing Development Organization Program, the Redevelopment Program, and the Foreclosure Registry as required.

4) CDBG and HOME CHDO Program

- a. Step-up project files.
- b. Assist with yearly municipal Applications and Agreements.
- c. Assist in responding to inquiries regarding the program.
- d. Assist in organizing and arranging meetings.

5) Redevelopment Program

- a. Assist with Project updates
- b. Assist in organizing and arranging meetings.

6) Foreclosure Registry

- a. Maintain updated municipal and vendor contact list.
- b. Assist in organizing and arranging meetings.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all the duties someone in this position may perform. All employees of the ACIA are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

The Atlantic County Improvement Authority is an Equal Opportunity Employer.

SALARY RANGE: \$25,000 to \$30,000, plus benefits.

HOURS: Full-Time - 8:00 AM to 4:30 PM, Monday through Friday.

*Interested candidates should provide a cover letter and resume, **no later than Tuesday, December 19, 2017**, by e-mail, to: **employment@atlanticcountyimprovementauthority.org***