

## **SECRETARY, TOWN OF RAMAPO HOUSING AUTHORITY**

**DISTINGUISHING FEATURES OF THE CLASS:** As Secretary of a municipal corporation this is a public officer position which is primarily responsible for providing for the secretarial needs of the Authority but also involves a variety of other duties and responsibilities including the general management and direction of the facilities and business affairs of the Authority and the management of housing projects. This is an independent responsibility in so far as the primary duties of Secretary are concerned however other assigned duties and responsibilities are under the general supervision of the Chairman of the Authority. Supervision is exercised over clerical and buildings and grounds personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Records proceedings of meetings, including voting, in an official record book;  
Gives notice of all meetings of the Authority;  
Provides certified copies of minutes and other records and documents;  
Maintains lists of applicants, reviews their eligibility for occupancy and makes selection or rejection;  
Reviews tenant incomes annually for determination of rental and supervises tenant records;  
Deals with tenants' problems and interprets Housing Authority policy to tenants and makes regular visits to projects to maintain good tenant-management relations;  
Plans and administers all office procedures and directs, trains and supervises clerical staff;  
Supervises the keeping of a complete set of books and ledger in accordance with prescribed system of accounts, including tenant rent accounts;  
Prepares the annual operating budget;  
Prepares reports, financial and statistical, as requested by the Housing Authority or mandated by the Department of Housing & Urban Development procedures;  
Prepares lists of maintenance priorities and makes regular visits to projects to review maintenance and operations of physical plant;  
Maintains public relationships with outside groups and agencies by attending meetings, writing press releases and addressing interested groups;  
Uses computer applications and other automated systems (e.g. spreadsheet, word processing, email, database software) in the completion of assignments.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of real estate management; good knowledge of the principles of bookkeeping theory and methods; good knowledge of office terminology and practices; good knowledge of terms and practices of building maintenance; ability to lay out and supervise the work of others; ability to understand difficult written instructions and materials including laws and regulations; ability to establish successful relations and communications with others; ability to maintain records and make reports; ability to use computer applications in the performance of work assignments\*.

**MINIMUM QUALIFICATIONS:** Qualifications are determined by the appointing authority, the Town of Ramapo Housing Authority.

\*To be demonstrated during the probationary period.