

SECRETARY, VILLAGE OF SPRING VALLEY 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 housing authority funds, signs all orders and countersigns all checks;
Executes legal documents and contracts following resolution of Authority;
Performs the bookkeeping as necessary including payroll and payroll tax reports;
Computes and collects rents;
Prepares special reports required by HUD as well as periodic reports to the Authority;
Interviews applicants, tenants and follows through with established procedures;
Establishes and maintains a system of emergency preparedness;
Recommends to and assists the authority in planning programs;
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 Spring Valley Housing Authority.

*To be demonstrated during the probationary period.