



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

JOB DESCRIPTION

EXECUTIVE ADMINISTRATIVE ASSISTANT

POSITION OVERVIEW:

JOB TITLE: Executive Administrative Assistant

REPORTS TO: Executive Director

RATE OF PAY: \$25/hr.- \$32/hr., DOE
PCHA Benefits Package

SHIFT/ SCHEDULE: Hourly, Non-Exempt
Non-Union Position

CLOSING DATE: Open Until Filled

GENERAL DUTIES:

The Executive Administrative Assistant performs a wide range of administrative and operational duties across all divisions of the Authority, including Supported Housing Programs, Affordable Housing, Administrative, and Human Resources departments. This position provides high-level administrative support to the Executive Director and executive management team, often assisting with complex and confidential matters requiring discretion and sound judgment.

The Executive Administrative Assistant supports the development, implementation, and maintenance of administrative systems, procedures, and policies, and assists in coordinating and monitoring agency projects and executive initiatives to ensure smooth organizational operations.

The ideal candidate will demonstrate proficiency with Microsoft 365 applications (Word, Excel, and Outlook) and Adobe Acrobat, possess strong organizational and communication skills, and have the ability to manage multiple priorities in a fast-paced, mission-driven environment.

ESSENTIAL FUNCTIONS:

- Serve as backup for all departments as necessary; including but not limited to:
 - handling confidential client information;
 - entering data into YARDI systems and other agency systems;
 - reporting office supply needs to the designated Administrative Assistant;
 - maintaining and organizing departmental archive;
 - assisting with meeting preparation, including room set up and post-meeting clean-up.
- Serve as Point of Contact to the Board of Commissioners and attend Board of Commissioner meetings
 - Transcribe detailed minutes to be released to the public as required by the Open Public Meetings Act (OPMA);
 - Develop the Board Packet, appropriate resolutions and meeting agenda for review by the members of

- the Board of Commissioners, under the supervision of the Policy and Strategy Manager;
 - Schedule and digitally host Board Meetings and protect the security thereof;
 - Correspond with the Board of matters of interest and general scheduling;
 - Relay travel-related arrangements to the designated Travel Coordinator.
- Coordination of the Executive Director's calendar as requested, including scheduling meetings and appointments with key stakeholders such as the County Council, Sound Transit, and other community partners.
 - Provide general assistance to the Executive Director as requested;
 - Relay travel-related arrangements to the designated Travel Coordinator.
- Attend Leadership team meets and transcribe memorandums to promote accountability and record-keeping.
- Monitor and assist in the development and implementation of emergent PCHA goals, policies, and procedures.
- Review technical documents for accuracy, formatting, and grammatical errors prior to release.
- Assist as necessary in the development and roll-out of various projects under the leadership team.
- Compose or assist in the composition of short documents for internal and occasional external release, including newsletters, notices, introductions, thank-you notes, correspondence, etc.
- Create and update spreadsheets of varying levels of complexity to track organizational information and needs.
- Provide backup support for breaks, and as needed for absences.
- Provide information by answering questions and requests via phone, email and in person.
 - offer housing referral assistance to clients as needed;
 - disseminate program information to prospective participants.
- Provide status reports to the Executive Director as requested
- Assists designated administrative assistant with supplies inventory by:
 - checking stock to determine inventory level;
 - anticipating needed supplies;
 - placing and expediting orders for supplies;
 - verifying receipt of supplies.
- Provide receipts to finance and record keeping of department specific expenses for manager developed budgeting as requested.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
- Contribute to team and agency goals by supporting collaborative efforts and completing related duties as assigned.
- Perform other related functions as may be assigned based on business need.

REQUIRED KNOWLEDGE & ABILITIES:

- Commitment to building an environment of acceptance and preference for diversity, equity, and inclusion;
- Considerable ability to work with people from disadvantaged situations;
- The ability to work effectively and cooperatively with a wide range of people, including clients who appear to be under significant stress;
- Ability to be tactful and non-judgmental;
- Ability to communicate orally and in writing; developing memoranda, newsletters, and grammatically correct reports;
- Proven ability to understand and execute oral and written instructions and policies;
- Ability to respect privacy and confidentiality of client interview, information and files;
- Strong organizational skills;
- Capacity to perform work independently and in a timely manner, with minimal supervision;
- Attention to detail and aesthetic presentation of documents in alignment with organizational branding and



identity standards as overseen by the Policy and Strategy Manager.

- Knowledge of automated systems.

SKILLS & QUALIFICATIONS:

- | | | |
|-------------------------------|-----------------------------------|-----------------------------|
| • Reporting and Data Tracking | • Organization and Prioritization | • Supply Management |
| • Written Communication | • Information Analysis | • Inventory Control |
| • Microsoft 365 Skills | • Professionalism | • Process Management |
| • Verbal Communication | • Independent Problem Solving | • Coordination and Teamwork |

MINIMUM REQUIREMENTS:

- EDUCATION: Associate or Bachelor's Degree
- EXPERIENCE: One (1) year paid experience of data entry computer experience.
- Any equivalent combination of related education, training and experience as determined by the Authority which would demonstrate to the Authority's satisfaction the ability to perform the work.
- LICENSES AND OTHER REQUIREMENTS: Valid Washington Driver's License with an insurable driving record. Consent to and pass criminal record background check in accordance with position requirements, including but not limited to HUD guidelines.

WORKING CONDITIONS:

- Work is performed in an office environment. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- WORK SCHEDULE: Keep office hours sufficient to serve the public and manage staff; Monday through Thursday (10-hour shifts), or Monday through Friday (8-hour shifts), and some weekends and holidays if the need arises.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and calculator.
- Seeing to read various data both on paper and computer screen. Accommodations can be made as necessary for individuals with visual impairments.
- Bending at the waist to retrieve materials.
- May include lifting up to 50 lbs.
- HAZARDS: Contact with dissatisfied or abusive individuals

BENEFITS:

In addition to your base wage, PCHA provides generous benefits which include but are not limited to the following:

- Annual retention, lump sum bonus of 4% of wages based on regular straight time compensation paid for hours worked in the year prior on your anniversary date.
- Holidays - 12 paid holidays immediately and two additional floating holidays after completion of your first year;
- 3% general cost of living annual increase on your anniversary date (through June 2026).
- Health insurance – 100% premium coverage for employee and entire family if Uniform Medical Plan (UMP) chosen; if another plan is chosen PCHA still pays 100% of employee premium and the UMP premium equivalent for family and then employee pays the difference.
- Personal time off includes vacation at the rate of 3.07 hours per pay period for regular full-time employees starting from first employment day as well as sick leave accruals at a rate of 4.0 hours per pay period, and increasing with longevity.



- PCHA provides, at its own expense for each full-time employee, group term life insurance equal to the employee's annual base salary.
- Participation in Washington State Department of Retirement Systems (DRS).
- After the completion of your new hire probationary period of one year, should you elect to participate in the deferred compensation plan the Washington State Deferred Compensation Program, PCHA will match your contribution to a maximum of 6% of your base salary.

Please note, PCHA does not participate in Social Security, so no funds will be paid to that federal system by PCHA or yourself. However, all PCHA employees become part of the Washington State Public Employees Retirement System (PERS). In lieu of participating in Social Security, after one year you may elect to participate in the deferred compensation plan the Washington State Deferred Compensation Program, PCHA will match your contribution to a maximum of 6% of your base salary.

EQUAL OPPORTUNITY:

Pierce County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS:

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job announcement.
 - Resume should detail all education and experience that qualifies you for this position.
- SUBMIT: Email cover letter and email as attachments to HumanResources@pchawa.org with SUBJECT Line of "Executive Administrative Assistant– Your Last Name, Your First Name"
OR mail to:
Human Resources
11515 Canyon Rd E,
Puyallup, Washington 98373
- Questions may be addressed to:
Ney Calhoun, Human Resources Manager
humanresources@pchawa.org
253-620-5420