



Regional Housing Authority

Position Description

Administrative Specialist (Juneau)

I. Summary:

The Administrative Specialist supports the DCM Director of Project Development, Construction Director and other DCM staff with programs support. This position ensures procurement processes are followed and tracks, schedules shipments of materials and ensures supporting documentation meets requirements. Maintains office records and inventory of materials. Enters energy rating information.

II. Authority:

The Administrative Specialist reports to the Director of Project Development.

III. Duties and Responsibilities:

- Provides support for daily DCM operations.
- Provides support for procurement of construction materials.
- Manages requests for proposal (RFP) and other procurement documents to ensure properly advertised, noticed to potential vendors, track receipt of submittals, coordinate with scoring committee, and providing documentation to Director of Project Development for final selection.
- Arrange for material logistics to get materials to the field when needed. May require coordination with warehouse inventory specialist.
- Enter AKJWarm home assessment data (energy rating calculation)
- Provides cost tracking reports to project coordinators and field supervisors.
- Assist with grant reporting.
- Assist with inspections to develop scopes of work.
- Takes calls for assistance from field staff.
- Maintain accurate records and files through Sharepoint and paper records including all construction related files including binding commitments, contractor insurance, customer files, and construction plans.
- Ensures timely submittal of all timesheets from Juneau and field staff.
- Process credit card reports monthly for DCM staff. Receive, review and code invoices prior to submitting through company tracking softwares.
- Oversee and assist with travel arrangements for staff including collecting, coding and submitting travel receipts.
- Type or produce reports or correspondence utilizing word processing, spreadsheet, and other business software.
- Monitor and maintain office supplies and materials.
- Maintain DCM Department inventory list, working with the Property Control Specialist to document and tag appropriate inventory.
- General knowledge of construction, carpentry and basic building maintenance such as plumbing, electrical, painting, heating systems, flooring and appliances.

- Assist other DCM staff with special projects.
- Responded to emergency requests as needed
- Scheduling may require ability to drive and load materials at cargo offices or on ferries at odd hours as assigned
- As necessary, travel to southeast communities

IV. Required Knowledge, Abilities and Skills:

- Ability to work independently.
- General knowledge of construction, carpentry and basic building maintenance such as plumbing, electrical, painting, heating systems, flooring and appliances and energy efficiency.
- Residential construction experience
- Experience with logistics in Southeast Alaska
- Knowledge of procurement processes.
- Ability to track expenses using multiple funding sources.
- Ability to read, comprehend, explain, and apply written procedures.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Working knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Ability to add, subtract, multiply, and divide in all units of measures, using whole numbers, common fractions and decimals
- Working knowledge of filing and record keeping systems.
- Ability to recognize differences among data, facts, objects, or material.
- Ability to compare data from two or more sources for accuracy and completeness.
- Ability to operate office equipment
- Ability to greet visitors, answer the phone and answer or refer incoming inquiries from the public.
- Ability to provide quality customer service.
- Ability to perform complex data entry tasks.
- Working knowledge of MS Office Suite software and the use of computer systems.
- Ability to follow oral and written instructions.
- Ability to operate forklift.
- While performing the duties of this job, the employee is regularly required to:
 - Talk or hear;
 - Sit for extended period;
 - Stand;
 - Walk;
 - Use of hands to finger, handle, or feel
 - Hear sounds and recognize differences
 - See differences between colors, shades, brightness
 - While looking forward, recognize depth and distance and see objects or movements that off to side.
 - Lift up to 40 pounds (files, copy paper, maintenance materials)

V. Minimum Qualifications:

- High school diploma or equivalent.
- 3 years of experience performing duties related to office or clerical support.
- Valid Alaska driver's license

VI. Grade Level:

Grade 13
Non-exempt

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Supervisor/Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

(Created 2022)