



## Job Announcement

Eligibility: Housing Authority of the City of Pueblo Employees and Qualified Public

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April 3, 2024

The Housing Authority of the City of Pueblo has an opening for the position of:  
Planning & Development Administrative Assistant.

This is a full-time non-exempt (hourly) position with a starting rate of \$18.87 per hour in addition to our full-time benefit package with over 30 days of paid time off accrued in the first year of employment, affordable health insurance with contributions towards your health savings account from the agency and more!

Please review the attached job description and qualifications carefully before completing an application.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave between 8:00 a.m. and 4:30 p.m. or on our website at [www.hapueblo.org](http://www.hapueblo.org)

You may submit your application in-person or email to:

[anthony.linan@hapueblo.org](mailto:anthony.linan@hapueblo.org)

Job posting will remain open until filled.

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**Date: 02/2024**

**Title:** Planning & Development Administrative Assistant

**Status: Full-time/Non-exempt**

### **General Purpose**

Performs administrative assistant duties of routine and average difficulty for the Planning & Development Department. Maintains access to confidential material regarding bid documents. Helps provide administrative support through coordinating meetings, compiling reports, and helping facilitate excellent communication between third party contracts and internal employees and departments.

### **Essential Duties and Responsibilities**

- Prepares and types annual Comp Grant Statement and ensures accuracy.
- Maintains files, HUD/Construction forms and documents.
- Procures all department office supplies requested.
- Types letters, memos and reports on behalf of the Planning & Development Department.
- Receives and routes mail and prepares outgoing correspondence.
- Answers phones, general inquiries and routes messages as appropriate.
- Maintains CSI Master Format's library for future bidding utilization.
- Ensures addendums are composed, assembled and delivered on time.
- Prepares construction specifications in Word format under the supervision of the Department Director.
- Responsible for acquiring and maintaining records and deposits for bidding packages.
- Logs and tracks shop drawings for various projects.
- Verifies information and develops change orders for processing and distribution.
- Responsible for receiving, recording and distributing bid opening documents in coordination with the Director of Planning & Development.
- Develops and creates Power Point or other presentations as needed.
- Develops, maintains and updates Excel spreadsheets for project budget/costs.
- Maintains environmental reports required by City, State or other agencies as needed.
- Coordinates project schedule and keeps current for Executive Director's presentation to the Board of Directors.
- Creates and distributes Planning & Development monthly calendar.
- Generates tenant notices and coordinates with property management employees.
- Obtains information from vendors and contractors for projects.
- Compiles pertinent information and specifications for various jobs or projects going out to bid.
- Consults with contractors regarding jobs and projects going out to bid and solicits bids from various suppliers and contractors.

Other duties as assigned.

### **Knowledge & Qualifications**

- Proficient in Microsoft Office, web-based applications and related project software.
- Considerable knowledge of general office and clerical practices and procedures.
- Ability to work independently as part of a team.
- Strong organizational skills with attention to detail.
- Excellent customer services skills.
- Excellent written and verbal communication skills.
- Knowledge of building construction terms and practices.
- Strong leadership & motivational skills.
  
- Demonstrated ability to process work and manage changing priorities with a high degree of flexibility.

### **Licensure, Credentials & Experience**

- Valid Colorado Drivers License in good standing required.
- Able to be bonded.
- High School graduate or GED.
- Three years of administrative assistant experience preferred.

### **Working Environment and Physical Responsibilities**

- Primarily sedentary but may involve some physical exertion such as kneeling and crouching to obtain files, eye strain from working with computers and other office equipment.
- Interacts with the public frequently so may encounter difficult situations as well as interaction with threatening behaviors.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.*