



Job Description

Job Title: Multifamily Administrative Assistant
Department: Multi-Family
Reports to: Multi-Family Director
FLSA Classification: Non-exempt
Supervises: N/A
Created / Updated: January 2023

POSITION OVERVIEW

The Multifamily Administrative Assistant will provide clerical support to the development director and project managers. Provide assistance with contracts, loans and grant disbursements, and various reporting. Must be detail oriented, proficient in Excel spreadsheets and able to multitask.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintain accurate records of all loans and grant funding for multifamily projects.
- Prepares monthly draw requests for each project and submit to the various funding agencies
- Requests loan funds when needed and prepares check requisitions for processing by Accounting Dept.
- Assist with monitoring construction budgets.
- Maintain all accounting records for all projects during construction process.
- Assists in preparation of all financial reports to lenders and investors.
- Facilitate the flow of documents from the multifamily department to accounting.
- Locate and attach appropriate files to correspondence to be answered by employer.
- Compose and type routine correspondence.
- Proofread correspondence for accuracy.
- Greet visitors, ascertains nature of business, and guides visitors to the appropriate Staff.
- Arrange travel schedules, reservations and per diem.
- Record minutes of department staff meetings.
- Make copies of correspondence or other printed matter.
- Order supplies for the department.
- Assist project managers in funding applications as needed.
- May perform research assignments.
- Maintain filing of all project and contract files.
- Projects a positive and professional image.
- Maintains a positive, upbeat role in the Company. Promotes and exemplifies Company values and represents departmental objectives and interests to internal and external customers.

- Develops and promotes teamwork and cooperation among fellow employees and managers. Shows an appropriate sense of urgency in completing work and addressing the needs of others.
- Must be flexible to changing policies and procedures, as well as varying deadlines.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School, plus minimum three (3) years office/clerical experience. Previous experience in the construction industry a plus.

Required Technical Skills

- Working knowledge of computers, and most commonly used business software to include, Microsoft Word, Excel, Outlook, and PowerPoint.

Required Licenses/Certifications

- Valid California Driver's license; and proof of auto insurance

Other Skills and Abilities

- Excellent written and verbal communication skills required.
- Have attention to detail, with excellent follow through on assigned work.
- Be highly organized.
- Ability to solve practical problems and deal with a variety of variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to multi-task, prioritize and meet deadlines.
- Be able to maintain strict confidentiality relative to working within the work areas and with assigned work from department director.
- Strong interest in serving the needs of low-income individuals.

PHYSICAL DEMANDS

The physical demands described on the attached "Physical Demands of Position" chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached "*Physical Demands of the Position*".

CONFIDENTIAL INFORMATION

This position will have access to the general contractors certified payroll reports.

COMPANY FUNDS

This position has no access to company funds.

SAFETY

Comply with established safety work practices and attend all safety-related training provided or made available by the Coachella Valley Housing Coalition.

Equal Opportunity Employer

Multifamily Administrative Assistant	Pay Rate	Non-Exempt Status
Step 9	\$18.1895 / hour	
Step 14	\$23.2151 / hour	

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Supervisor, Personnel File

Approvals: Dept Dir [] HR [] Ex. Dir [] REV. January 2023

PHYSICAL DEMANDS OF POSITION

Job Title: Multifamily Administrative Assistant Date: [Click here to enter a date.](#)

How many hours are worked per day? 8 hours

When completing this form, look at the job from a typical/average workday perspective.

PHYSICAL ACTIVITY	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Reach with hands and arms over shoulder	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hand and arms over head	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Taste or smell	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires standing 1/3 of the time.

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

WEIGHT	Percentage Time Designation			
	Rarely <1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Up to 10 pounds	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- X No special vision requirements

List specific job duties that require the physical demands selected above: