



## California Human Development Job Description

**EMPLOYEE NAME:****JOB TITLE:** Administrative Assistant**DEPARTMENT/DIVISION:** Affordable Housing**REPORTS TO:** Division Director, Affordable Housing**FLSA STATUS:** Non-Exempt, Full Time**LOCATION:** River Ranch Farmworker Housing Center – St. Helena**REVISED DATE:** 05/16/2025

**Summary Description:** The Administrative Assistant performs routine administrative and fiscal duties within the housing division.

**DUTIES AND RESPONSIBILITIES:**

Under the direction of the Division Director for Affordable Housing, the Administrative Assistant will perform the following duties:

- Provide clerical and fiscal support to the Napa Valley Farmworker Housing Centers in the areas of data entry, filing and photocopying, including processing letters, memos and reports as directed by the Division Director for Affordable Housing.
- Review, approve, and maintain program administrative and lodger files, and client intakes.
- Perform inventory-related tasks, including ordering office supplies and equipment for all sites.
- Process Account Payables for Farmworker Housing Centers including cash requests, review of travel claims, preparation of travel advances, petty cash administration, credit card processing, and other fiscal administrative tasks as needed.
- In collaboration with Accounts Payable, complete deposits on Mondays, Wednesdays, and Fridays, and maintain deposit files.
- Collect new, and updated, completed client lodging agreements, house rules and grievance forms from onsite managers.
- Collect, review and process travel and rent payments from staff.
- Assist the Human Resources Department in the processing of new hires, terminations, lodger agreements, and status changes.
- Assist with Safety Coordinator duties as established by the guidelines of the California Human Development Safety Program.
- Assist Center Managers with IT related issues and create IT Service tickets as needed.
- Utilize property management software to prepare reports. Will be a super-user in the software and responsible for user-role maintenance.
- Will monitor past due lodger and employee rent balances, prepare notices, and inform Staff when balances exceed established thresholds.
- Will Prepare Key Performance Indicators Reports for weekly review.

- Prepare draft thank you letters for the Division Director for all donations in accordance with the guidelines and regulations established by NCHA (Napa County Housing Authority).
- Determine donations that need to be reported to NCHA.
- Preparation of monthly occupancy reports and charts
- Reconciliation of lodger revenue reports
- Provide quality control for all transactions, rent reports, receipts, and transaction registers.
- Assist with preparation of annual operating budget.
- Serve as the lead in program audits and monitoring. Will provide follow up reports to the funding source when needed.
- Other related duties as assigned.

### **Supervisory Responsibilities**

None

### **Required Skills and Abilities**

- Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking. (Bilingual in Spanish preferred)
- Ability to conduct effective public relations.
- Ability to read, analyze, and interpret general services contracts or governmental regulations in English.
- Ability to use arithmetic skills normally applied in this position.
- Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- Ability to solve practical problems and deal with a variety of concrete variables in all situations.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- Ability to solve problems and resolve conflicts effectively.
- Possess a dedicated interest in serving CHD clients. Possess a caring attitude towards fellow employees and clients served.
- Ability and desire to inspire, motivate, and lead individuals.
- Ability to recognize and manage personal bias.
- Ability to independently travel to various worksites, as assigned. If by company or personal vehicle, you must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy.

### **Education and/or Experience**

- Associate degree (A.A.) degree in Business Administration, Accounting, or related field; and
- Two to three years of equivalent work experience with progressively increased responsibilities; or
- An equivalent combination of education and experience (i.e., B.S. degree and one to two years of work experience)
- Complete working knowledge of office procedures and Microsoft Office Suite such as Word and Excel.

### Other Requirements

- Must be able to travel to meetings and events as necessary for position. If using a personal vehicle, must provide proof of insurance and provide a copy of a valid driver's license to be insurable under the agency's insurance policy.
- Must possess a smart phone with the capability to install security authentication application to securely access the CHD network.

### Physical Requirements

Regularly: Sit for extended periods of time, manual dexterity, reaching with hands and arms;

Frequently: Standing and walking

Occasionally: Stoop, lift up to 30 lbs., squat, kneel, bend, carrying, pulling/pushing

Rarely: climbing, twisting

Vision: No special vision requirements.

### Work Environment

Occasionally: Work near moving mechanical parts; Fumes or airborne particles; Risk of electrical shock

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. All employees are to maintain a positive work atmosphere by acting and communicating in a manner that fosters a good working relationship with customers, clients, co-workers, management, and stakeholders. Employment at CHD (California Human Development) is **at will**. This means employment is for an indefinite period and is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_