

# MANUFACTURED HOUSING & BUILDING DIVISION

## ADMINISTRATIVE ASSISTANT

### ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING.

WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at [www.azhousing.gov](http://www.azhousing.gov)

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

### JOB SUMMARY

Reporting to the Assistant Deputy Director for the Manufactured Housing and Building Division, this position will provide administrative support to the Assistant Deputy Director and the following Division's work areas: Inspections (in plant and installation), Licensing, Consumer Complaints, legal actions, and permits.

### JOB DUTIES

This position is responsible for a variety of tasks for the Division, including but not limited to:

- Organizing, copying and distributing materials for the ADD and Division.
- Reducing the volume and flow of paper.
- Managing purchase orders for office supplies and other goods and services for the Division.
- Supporting the huddle boards for the Division by keeping information current and visible.
- Overseeing the file maintenance for the Division's files and public records including scanning for digital record keeping.
- Preparing documents for archive and/or destruction.
- Fulfilling public record requests as assigned by the ADD.
- Schedule internal and external meetings and preparation/communication for those meetings.
- Provide administrative support for training and workshops and any required registrations.
- Support travel needs for Division staff and state vehicle reservations and service needs.
- Other duties as assigned.

### QUALIFICATIONS

Candidate must have at least five (5) years of experience in an administrative or support role in a professional office environment.

#### Knowledge:

- Knowledge and experience in principles and practices of administering an office and general office procedures.
- Formatting and composition for correspondence and reports.
- Knowledge of state purchasing and travel requirements.
- Knowledge of appropriate business communications, both verbal and written.
- Advanced computer knowledge including Word, Excel and PowerPoint.

#### Skills:

- Interpersonal skills to communicate with individuals and active listening skills.
- Error-free typing skills.
- Organizational skills.
- Strong written and oral communication skills.
- Excellent time management skills.

#### Abilities:

- Ability to prioritize a diverse workload schedule.
- Work independently.
- Establish and maintain professional relationships with internal customers, licensees, and stakeholders.
- Respond timely in a fast pace environment.

### BENEFITS

The State of Arizona offers an excellent and affordable comprehensive benefits package including:

- Medical, Dental, Life, and Short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- Accrued vacation and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

### RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. Enrollment eligibility will become effective after 27 weeks of employment for new members of ASRS.

## HOW TO APPLY

Please visit [Arizona State Jobs](#) to apply. You will be directed to create a user account and upload your resume. The Job ID is 493691 for this position.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.