



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
HUMAN RESOURCES DIVISION**

**Position Open: September 13, 2021
Position Closing Date: September 27, 2021**

Job Announcement

**Position: HUMAN RESOURCES ASSISTANT
Salary Range: \$43,296 - \$56,272**

Under direction to plan, schedule and coordinate a wide variety of procedures and functions of the Human Resources Office; to provide administrative support to managerial and technical personnel; to provide HR assistance to agency employees; and to do related work as required.

MDHA offers competitive salaries and an amazing retirement program. Our Mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville.

REQUIRED EDUCATION AND EXPERIENCE:

High School diploma and two years of college education plus three (3) years of experience in administrative support in Human Resources or a related area. Candidates with accreditation earned in foreign institutes are encouraged to apply

ESSENTIAL JOB DUTIES:

- Assists the Assistant Director for Human Resources and other staff as designated by the Department Director;
- Acts as a liaison with management and agency staff with the Human Resources functions;
- Serves as receptionist for persons entering the department and has lead responsibility for answering and routing calls from multiple phone lines;
- Receives employment applications, schedule interviews and verifies employment status;
- Assists in the scheduling of various departmental meetings and training functions;
- Maintains employee paper and electronic personnel files;
- makes employee ID's as well as updating ADP with expiration dates;
- Performs administrative duties and prepares materials for presentation;
- Maintains the department operations and administrative manuals;
- Organizes and maintains the department shared files;
- Completes monthly purchase card reporting;
- Consolidates data and information and prepares reports involving independent judgment and knowledge of the purpose of the material, and of the application of rules and regulations;
- Handles multi-task assignments; analyzes data, reports and correspondence, and calls the attention of supervisors to problem areas;
- Interprets personnel policies to employees; deals with the public and answers questions on matters involving extensive knowledge of agency policies and procedures;
- Coordinates the scheduling of departmental calendars and purchase office supplies and materials;
- Updates administrative planning calendar
- Organizes special projects and function for employee engagement;
- Serves as backup for Human Resources Analyst and other HR Office staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and experience with personal computers including word processing, database management, spreadsheets, design and layout of brochures, flyers, manuals, and other presentation materials utilizing Microsoft Office software;
- knowledge of the Agency personnel policies; ability to self-manage, make decisions and work in a confidential work environment;
- knowledge of all phases of work in Human Resources;
- ability to prepare clear and concise reports; ability to communicate effectively both orally and in writing;
- ability to handle calls on a multiple-line phone system;
- ability to deal courteously with the public and to resolve problem situations;
- ability to establish and maintain effective working relationships; ability to perform administrative support work with speed and accuracy, the ability to spell, punctuate and use grammar correctly; knowledge of administrative methods and practices;
- ability to compose correspondence; willingness and physical and mental ability to perform the duties involved in this classification.
- Ability to perform work with or without an accommodation that requires sitting, standing, and walking, dexterity of hands and clarity of vision, speech and hearing and powers of observation; other physical duties as required.
- Ability to perform high level of administrative support work with speed and accuracy.

EQUIPMENT USED

Personal computer, and other general office equipment and automobile

SUPERVISION EXCISED

None

LICENSE REQUIRED

Valid Tennessee driver's license

THE METROPOLITAN DEVELOPMENT AND HOUSING AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, RELIGION, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.

Apply at www.Nashville-MDHA.org. Upon reviewing all applications submitted for job openings, the Human Resources Office will notify those applicants who are selected for personal interviews. Applicants selected for a position must successfully pass a pre-hire physical examination and drug screen in order to be hired. MDHA is certified by the State of Tennessee as a Drug-Free Workplace

**Metropolitan Development and Housing Agency
701 South Sixth St.
Nashville, Tennessee 37206
www.Nashville-MDHA.org
TDD#252-8599**

To request a reasonable accommodation or assistance with language interpretation, please call 615-252-8550.