

Functions of Secretary to Housing Coordinator

Acts as secretary to Housing Coordinator, Office of the Mayor, City of Atlanta; and the Housing Resources Committee. The Housing Resources Committee has a membership of approximately 55 members organized into 8 Panels, each with its own specific functions. The members of the Committee are very prominent businessmen and educators in the City of Atlanta.

Secretary sends out invitations monthly to the Housing Resources Executive Group meetings; Low-income Housing Coordinating Group meetings and called meetings of the entire HRC and its various Panels, held in City Hall. Takes and transcribes official minutes of these meetings and makes distribution to all concerned. Arranges for use of Conference Room at City Hall and confirms by phone whether or not Committee members plan to attend each meeting. Notifies all concerned of changes in time or place of scheduled meetings.

In addition to taking and transcribing official minutes for Housing Resources Committee meetings, takes and transcribes complex reports, such as the HRC Annual Report, Analysis of Low-income Housing Program and Proposed Plan for Low-income Housing sites; and suggested speeches for the Mayor i.e. speech for Mayor in Thomasville Urban Renewal area recently, in connection with financing low-income single family homes by the Insurance industry.

Takes dictation and transcribes correspondence prepared for signature of the Mayor, Chairman of the Housing Resources Committee and Housing Coordinator, which requires considerable knowledge of business English and spelling and appropriate paragraphing and punctuation.

Secretary helps compile information for the quite involved periodic Inventory Report of Low and Medium Income Housing in Atlanta. Types in final form this complex tabular report consisting of approximately 33 pages. Gets the report reproduced and makes distribution. This report is the only means of showing and keeping up with the status and progress of the Low-income Housing Program.

Secretary must work independantly making own work decisions with minimum supervision, as supervisor is frequently busy attending meetings, having conferences with developers, and checking out land sites for low-income housing. This position requires general office experience and knowledge and a general concept of city organization and responsibility for functions.

Receives telephone calls and personal callers; answers their questions or directs them to the responsible party. Refers those to the Housing Coordinator which, in her

opinion require his personal attention. Schedules appointments for Housing Coordinator according to knowledge and importance of his schedule. Keeps records of his scheduled appointments.

Searches and accumulates data from files for specific correspondence, studies or projects undertaken by superior.

Maintains active and inactive files.

Maintains up to date lists of all members of the Housing Resources Committee, to include correct mailing addresses and telephone numbers.

Maintains current list of developers interested in building low-income housing.

Types and keeps up to date list of proposed sites offered for low-income housing which includes location, amount of land in each tract and who controls the site.

Takes dictation from, and types documents of a technical nature for, the Consultant to the Housing Resources Committee, who devotes one day each week to work in the Housing Resources Committee office pertaining to technical details of the Low-income Housing Program.