

## CITY OF SELMA

### INTERNAL/EXTERNAL JOB POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any question. Email resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE ACCEPTED UNTIL FILLED**

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#### FRINGE BENEFITS INCLUDE INSURANCE RETIREMENT, HOLIDAYS, PAID VACATION AND SICK LEAVE.

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

**Position:** Recovery Administrative Assistant  
**Reports to:** Director – Planning & Development  
**Subordinate Staff:** None  
**Department:** Planning & Development  
**Location:** 222 Broad Street Selma, Alabama 36701  
**Status:** Regular, Full-Time – Grant Funded  
**Schedule:** Monday – Friday -Some Weekends  
**Rate of Pay:** Negotiable

#### Job Summary

Under the direction of the Director - Planning and Development, the employee provides as array of duties to include to providing support to disaster recovery partners, assisting with the coordination and implementation of disaster recovery programs and initiatives. You will work closely with project managers, government agencies, contractors, and community stakeholders to ensure efficient and effective operation of disaster recovery efforts.

#### Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

#### **ESSENTIAL FUNCTION: Support, Communication and Correspondence.**

- Provide general administrative support to the disaster recovery team, including answering phones, responding to emails, scheduling meetings, and maintaining calendars.
- Draft and proofread correspondence, memos, and other written materials on behalf of the disaster recovery team, ensuring accuracy and professionalism in all communications.
- Assist with the coordination of meetings, workshops, and community outreach events related to disaster recovery efforts, including scheduling, logistics, and preparation of materials.

#### **ESSENTIAL FUNCTION: Document Management, Data Entry, and Reporting.**

- Assist with the organization, filing, and tracking of documents related to disaster recovery projects, including contracts, permits, invoices, and correspondence.
- Input data into databases and spreadsheets, generate reports, and assist with the preparation of documentation for grant applications, progress reports, and compliance reporting.
- Ensure compliance with federal, state, and local regulations governing disaster recovery housing projects, including environmental regulations, zoning ordinances, and fair housing laws.
- Assist with procurement activities, including soliciting bids, processing purchase orders, and tracking deliveries of goods and services related to disaster recovery projects.
- Maintain accurate records of project activities, including work progress, expenditures, and compliance documentation, and prepare regular reports for submission to USDA, partners, Director, and other stakeholders.
- Document progress in detailed reports, including photographs, presentations, meeting minutes, and maintain accurate records of housing, construction, development activities.
- Prepare proposals for potential developers, funders, government agencies, and other stakeholders, documenting project activities, goals, and outcomes in accordance with reporting requirements.

**ESSENTIAL FUNCTION: Stakeholder Engagement and Community Outreach.**

- Maintain contact lists, databases, and communication channels for stakeholders involved in disaster recovery projects, including government agencies, contractors, community organizations, and disaster survivors.
- Coordinate travel arrangements for staff members, including booking flights, hotels, and rental cars, and processing travel expense reports.
- Collaborate with USDA officials, local housing authorities, property owners, tenants, and community organizations to facilitate project implementation and address any concerns or issues that may arise.
- Engage with government agencies, community organizations, disaster survivors, and other stakeholders to solicit input, address concerns, and foster collaboration throughout the project lifecycle.
- Provide education and outreach to property owners, tenants, and other stakeholders on resources for homeownership, financial literacy, mortgage counseling services.

**ESSENTIAL FUNCTION: Design and Construction Management, Quality Assurance, and Inspection.**

- Collaborate with architects, engineers, and construction contractors to design and build disaster recovery housing units that meet applicable building codes, safety standards, and accessibility requirements.
- Collaborate with partners and contractors and other service providers to develop plans, construction activities, and verify completion of work in accordance with all applicable regulations and safety protocols.
- Conduct regular inspections and quality assurance checks to verify that construction activities are performed correctly and in compliance with local and state building requirements.
- Conduct quality assurance inspections and audits of lead hazard control activities to ensure that work is performed safely, effectively, and in compliance with HUD requirements and industry standards.
- Monitor project progress, evaluate outcomes, and assess the effectiveness of disaster recovery housing programs in meeting the needs of affected populations, making adjustments as needed to improve program performance.

**Minimum Qualifications**

- High school diploma or equivalent required; Associate's degree or higher preferred.
- Experience in support, preferably in a disaster recovery, community outreach, government, or non-profit setting.
- Knowledge of federal disaster recovery programs, policies, and funding.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software applications.
- Excellent organizational skills and attention to detail, with the ability to prioritize tasks and manage multiple deadlines.
- Strong communication skills, both written and verbal, with the ability to interact professionally with diverse stakeholders.
- Ability to work independently with minimal supervision and as part of a team in a fast-paced, dynamic environment.
- Strong organizational, communication, and interpersonal skills, with the ability to work effectively with diverse stakeholders in a fast-paced, dynamic environment.
- Experience managing complex projects with multiple stakeholders, budgets, and timelines.
- Previous experience performing community centered projects and working with federal agencies and community stakeholders.
- Proficiency in project management software and Microsoft Office Suite.
- Valid driver's license and reliable transportation.

**Physical Demands**

It is essential to maintain good physical health and fitness to perform their duties effectively. While the specific physical demands may vary depending on the nature of the projects and the work environment, typical physical demands for this role may include: Standing and Walking, Lifting and Carrying, Climbing, Bending and Stooping, Driving.

**Work Environment**

The role may involve a combination of office-based tasks and active involvement in on-site project management activities. Additionally, adherence to safety protocols are critical to minimizing occupational hazards and ensuring the well-being of the project manager and other personnel involved in lead abatement projects.

*The City of Selma is an Equal Opportunity Employer*