

# Guthrie Housing Authority

HOUSING ADMINISTRATIVE COORDINATOR



**JOB TITLE:** Housing Administrative Coordinator

**Department/Group:** Administration

**Location:** Guthrie OK

**Level/Salary range:** \$16.50/hr

**Contact:** Operations Manager

**Will train applicant:** Yes

**External posting URL:** [Guthriehousing.org](http://Guthriehousing.org)

**Benefits:** Health/Dental/Vision/Life

**Travel required:** Occasional

**Position type:** FTE

**Date posted:** 04/20/2026

**Posting expires:** Until filled

**FLSA Status:** Non-Exempt

## APPLICATIONS ACCEPTED BY:

**E-mail:** [k.freeman@ghaok.org](mailto:k.freeman@ghaok.org)

**Fax:** (405) 282-2884

## JOB DESCRIPTION

### Summary

To perform the full range of duties required to ensure that the Agency's programs, activities, and services are effective and provide the highest level of customer satisfaction to the public. This position is entry level. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established process. Responsibilities include general office duties such as reception, filing, and data entry, as well as general program support in the areas of application processing, maintenance coordination, and routine financial tasks.

### Essential Duties and Responsibilities

- Responds to inquiries from the general public via telephone, e-mail, or in person to include lobby/reception support; provides information to the public regarding application submission, requirements, general housing information and resident specific procedures/appointments.
- Performs a wide variety of routine technical and clerical duties to support departmental operations. Duties may include setting up file folders; prepares, scans, copies, collates and distributes a variety of files and documents; ensures proper filing of copies in central or departmental files.
- Screens calls, visitors, and incoming mail; responds to inquiries and requests for information by directing to the appropriate individuals.
- Gathers, assembles, updates and distributes a variety of agency specific information, forms, records, and data as requested.
- Opens office and prepares for daily processes including supplies assessment, readiness of facility, equipment readiness, organization and preparation of office.
- Logs, tracks, maintains and updates detailed and accurate records for housing waiting lists.
- Performs data entry for an electronic record keeping system, reviews information for accuracy, updates information, and handles, reviews and secures confidential client information.
- Processes rent payments; verifies for accuracy; balances payments for deposit submission.
- Receives and completes requests for updating applicant and resident files.
- Schedules a variety of inspections, work orders, appointments, and community center use requests.
- Coordinates a variety of standard procedures including contractor and staff scheduling while establishing and maintaining a variety of filing, record-keeping, and tracking systems.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner, organizes own work, sets priorities for self and others, and meets critical timelines/deadlines.
- Limited overtime to complete urgent/critical tasks may be requested/
- Other duties as assigned.

### Requirements, Education and/or Experience

*Any equivalent combination of education and experience likely to provide the required core competencies may be considered.*

High School diploma or equivalent.

Three years of experience in an office setting or equivalent.

One year experience in providing technical support or customer service to assisted housing or other social services programs is desired but not required.

Must possess a valid Oklahoma License and be insurable.

Must pass a background check.

#### *Effective Communication*

Be able to demonstrate ability to express clear, concise and organized communication both verbally and in writing.

Demonstrate attention to and conveys understanding of the comments and questions of others.

Proactively seek solutions to resolve conflicts or challenges.

Posses the capacity to learn and actively seek development feedback, suggestions and direction.

#### *Technical Skills*

Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, Outlook, and Adobe products). Must have the ability to learn computer programs as required by assigned tasks.

#### *Knowledge and Abilities*

Mathematical skills to add, subtract, multiply and divide in all units of measure.

Must possess strong work ethics, be able to multi-task, and be in a professional atmosphere.

Must manifest exemplary professional courtesy, confidentiality, and conduct at all times.

#### **Physical Demands**

Ability to stand, walk, bend, stoop, lift, raising or lowering 15 lbs. Vision sufficient to prepare, read, generate products manually or electronically. Hearing and speech must be sufficient to communicate effectively in person and by telephone.

#### **Organization**

Guthrie Housing Authority (GHA) is a federally funded public agency responsible to administering public housing rental assistance programs for eligible low-income families living in the Guthrie city limits. GHA is governed by a five-member Board of Commissioners appointed by the Guthrie City Council. GHA is a Fair Housing and Equal Employment Opportunity Agency.