



## Staff Report

**File #:** 17-275

**Version:** 1

**Date:** 6/12/2017

**Item #:** 3.2a.

**TO:** Chair and Housing Authority Commissioners

**THROUGH:** Steve Powers, Executive Director

**FROM:** Andrew Wilch, Housing Administrator

**SUBJECT:**

New Office Assistant Position (1 FTE) for Salem Housing Authority

Ward(s): All Wards

Commissioners(s): All Commissioners

Neighborhood(s): All Neighborhoods

**ISSUE:**

Shall the Housing Authority Commission approve the addition of one Office Assistant (1 FTE) position for the Salem Housing Authority effective June 13, 2017?

**RECOMMENDATION:**

Approve the addition of one Office Assistant (1 FTE) position for Salem Housing Authority effective June 13, 2017.

**SUMMARY AND BACKGROUND:**

Salem Housing Authority (SHA) reduced staff from 59 to 42 over the period of 2012-2014. A second Office Assistant is needed to support the SHA's responses to increased programmatic, oversight and reporting demands from HUD; administration of additional programs; and customer service to residents and others who come to the SHA office.

**FACTS AND FINDINGS:**

The budget impact is \$20,085 for the remainder of FY 2016-2017. Vacancy savings will cover the cost within the existing budget. The position will be included in the Authority's proposed budget for FY 2017-2018.

The organizing document for the Authority is silent regarding staff levels. It has been the practice for the Commission to approve staffing levels as part of the budget, and to approve increases in staffing that occur between budget approvals.

Andrew Wilch  
Housing Administrator