**DIRECTOR OF RENT AND COMMUNITY PROGRAMS**

**SALARY RANGE 43: $9,283 - $11,283/month**

**FILING DATE: Applications will be accepted on a continuous basis with a first review date of July 28, 2017. Interested candidates are encouraged to apply by noon on this date to ensure consideration, as the position may be closed at any time.**

# THE ORGANIZATION

The Housing Authority of the City of Alameda is proud of its mission and accomplishments. In partnership with the entire community, the Housing Authority advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

# THE POSITION

The Housing Authority of the City of Alameda is looking for an exceptional, process-oriented professional to oversee and direct the Authority’s rent and community programs functions, including all aspects of rent control and termination control in the City of Alameda, as well as CDBG and HOME programs administered under contract with the City. The majority of the time will be spent managing the Alameda Rent Stabilization program.

The Director of Rent and Community Programs provides assistance to the Executive Director in a variety of regulatory, analytical, and supervisory capacities. Successful performance of the work requires knowledge of housing programs or property management, public policy and Housing Authority functions and activities. Strong people management skills and an ability to develop and implement strong processes and procedures are essential. The rent/termination portion of this position is a relatively new function and position, which requires excellent skills in collaborating across agencies and departments, setting up programs, and training staff.

This position is funded under a 3 year contract with the City of Alameda. In the event that the program is not funded at any time, the employee will be given 6 months’ notice provided they are in good standing.

# EDUCATION AND EXPERIENCE

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

* Equivalent to graduation from an accredited four-year college or university with major

coursework in business administration, urban studies, public administration, or a related field, and

* Seven (7) years of progressively responsible experience in administering publicly assisted housing programs and/or human and social services, including four (4) years of supervisory experience.

# IMPORTANT APPLICATION INFORMATION: Applications will be accepted on a continuous basis with a first review date of July 28, 2017.

To apply, candidates must submit a fully completed and signed Housing Authority employment application, including responses to the supplemental questionnaire and a resume (documents must be in Word or pdf format, and uploaded into the online application form). The full job description, application form, and the supplemental questions are located in the Working With Us>Employment Opportunities section of the Housing Authority’s website at [**www.alamedahsg.org**](http://www.alamedahsg.org)**.**

Please note: Applicants are encouraged to allow adequate time to complete the application form in one session, as the form cannot be saved to complete at a later time.

If you need a reasonable accommodation under the American with Disabilities Act, please contact the Housing Authority office at hr@alamedahsg.org.

**The Housing Authority of the City of Alameda is an Equal Opportunity / ADA Employer.**

**Female, Minority, and Disabled Candidates are Encouraged to Apply.**