

HOUSING DEVELOPMENT SPECIALIST

SALARY RANGE 23: \$43.31 - \$52.65/hour (non-exempt)

Final Filing Date: Open Until Filled. Applications received by March 15, 2023 at 5:00 pm PST will be included in the first review.

This is a full-time position and applications from those available now as full-time employees are welcomed. AHA will also consider an immediate part-time hire of Spring 2023 graduates for at least 15-20 hours/week. These candidates must be able to move to full time no later than 6/30/2023. Both immediate hire and Spring 2023 graduates will be considered concurrently.

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) 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 Housing Authority is the lead developer of a strong and growing pipeline of affordable housing located in the City of Alameda, including the North Housing development on the former Alameda Naval Base. Upcoming development projects can be viewed at: <https://www.alamedahsg.org/future-communities/>

THE POSITION

The Housing Authority is seeking a team-oriented candidate to work at the Housing Development Specialist level. This is entry level position in affordable development will support a wide range of affordable housing development projects and have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in the most impacted region of the nation.

This position requires the ability to provide technical assistance and analysis to the real estate development team for rehabilitation and/or new construction projects.

MINIMUM QUALIFICATIONS

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 plus a minimum of one (1) year of relevant experience in affordable housing real estate development or a community development program.
- Must possess or able to obtain California Notary Public License within 6 months of hire.
- Specific affordable housing finance training, such as LISC, NeighborWorks, ULI or other coursework is preferred.
- Technical skills needed include proficiency in common business software, particularly Excel, and affordable housing software, preferably Yardi and/or Laserfiche.

- Possession of, or ability to obtain, a valid driver's license by time of appointment is required. Must be able to be insured under AHA's owned automobile insurance policy.
- Proficiency in one of the Housing Authority's LEP languages (Spanish, Vietnamese, Chinese or Tagalog) is preferred but not required.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457 and Roth IRA plans (no employer contribution). *Important:* AHA does not participate in Social Security.
- A variety of health insurance plans to choose from, with some plans fully paid for (regardless of the number of dependents) by employer contributions
- 2 weeks of vacation to start, 11 holidays, and 3.5 floating holidays per year plus paid sick leave
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday.
- Note that Housing Development Specialists work on-site; no telecommuting is offered for this position.
- Some evening and after hours work may be required.

IMPORTANT APPLICATION INFORMATION

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To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Response to the supplemental question (two pages maximum)

Your resume and supplemental question must be in Word or pdf format and uploaded into the AHA employment application form. Additional information, including the application form, is located in the Working With AHA section of the Housing Authority's website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/>.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY

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**