

ASSISTANT DIRECTOR OF PROPERTY OPERATIONS

OR

ASSISTANT DIRECTOR OF PERMANENT SUPPORTIVE HOUSING

SALARY RANGE 46: \$152,268 - \$185,100 annually

Open until Filled. AHA reserves the right to interview candidates as they apply.

THE ORGANIZATION

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

THE POSITION

AHA is seeking an exceptional, team-oriented candidate to fulfill the role of Assistant Director of Property Operations or Director of Permanent Supportive Housing. Join AHA and have the opportunity to contribute to the management of a wide array of administrative functions for a high-performing housing authority dedicated to providing affordable housing in the most impacted region of the nation.

The position currently open is in the Assistant Director of Property Operations or Director of Permanent Supportive Housing and will report to the Director of Portfolio Management or Executive Director depending on how filled. AHA is particularly interested in applications from candidates with a strong track record in overseeing policies and programs to prevent homelessness and maintaining stable housing, especially among special needs populations. Successful performance of the work requires knowledge of public policy, housing policy and programs, Housing Authority functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The successful candidate will also be team-oriented with the ability to coordinate and collaborate with a variety of internal stakeholders to move activities and projects forward.

The Housing Authority reserves the right to use this advertisement and applicant response to fill other similar Assistant Director positions, including in other departments, for up to one year after the date of this notice.

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:

- Education: Equivalent to graduation from an accredited four-year college or university with major coursework in social work, sociology, urban studies, public administration, or a related field, *and*
- Experience: Four (4) years of progressively responsible experience in providing Permanent Supportive Housing; some experience with multi-unit housing property management.
- Experience with the Housing Choice Voucher (Section 8) program, Low Income Tax Credits (LIHTC), and program management experience in this area is preferred.
- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche preferred.

- Experience must include at least two (2) years of supervisory experience; three (3) or more years is preferred.
- 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.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, 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.
- 3 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. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that the Assistant Director of Property Operations or Director of Permanent Supportive Housing work on-site; telecommuting is not generally offered. This position requires 3-4 days per week in the office.

IMPORTANT APPLICATION INFORMATION

Open until filled. AHA reserves the right to interview candidates as they apply.

To apply, submit a:

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

Your resume and supplemental questions must be in Word or pdf format and uploaded into the employment application form. The AHA application form is located in the Working With AHA>Current Job Openings section of the Housing Authority's website at <http://www.alamedahsg.org>. The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA THE AHA WEBSITE

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**