



## **RISK MANAGER**

**SALARY RANGE 42: \$10,735 - \$13,048 monthly**

**Final Filing Date: Open Until Filled**

**Candidates should apply as soon as possible as the position may close at any time**

### **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 POSITION**

The Housing Authority is seeking an exceptional, team-oriented candidate to work as the Agency's Risk Manager. This position will provide agency-wide risk management procedures, policies and analysis to assist various Housing Authority programs and projects, and will 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.

The Risk Manager will evaluate, manage and mitigate Agency risks across all functions and departments including legal, finance, information technology, human resources, physical property and residential real estate, capital improvement and new construction projects. The Risk Manager will be charged with designing systems to identify and address risks posed in or to the Agency, its employees and clients, and will make recommendations for organizational, operational, policy and procedural improvements.

This position requires the ability to communicate and work effectively with a wide variety of internal and external stakeholders, lead project teams, and plan and carry out complex work assignments with minimal direction. The Risk Manager must be able to work strategically, in partnership with diverse organization-wide stakeholders, to proactively identify potential risks, build consensus, and identify innovative ways to improve the overall strength of the Agency.

### **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 with major coursework in business administration, public administration, risk management, or a related field. A Master's degree (or equivalent) is strongly preferred.
- Plus four (4) years of professional risk management experience including one (1) year of supervisory experience. Enterprise risk management experience, and public, government, or housing related experience is strongly preferred.
- Associate in Risk Management (ARM) or comparable certification is preferred but not required.

- Ideal candidates will possess strong technical skills including proficiency in common affordable housing and business software, including Yardi and/or Laserfiche; and top notch analytical, research and reporting, problem solving, and project management skills. Strong presentation, writing, and math skills are essential. Some budgeting or finance/accounting and training experience is desirable.
- 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.
- Some evening and after hours work will be required to attend meetings and/or respond to emergencies.

## **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)
- 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
- A schedule of 9 8-hour workdays each pay period with every other Friday off
- The Risk Manager routinely works on-site, and telecommuting is not offered. This position requires 3-4 days per week in the office during the current health crisis.

## **IMPORTANT APPLICATION INFORMATION**

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**To apply**, submit a:

- Resume including months and years of employment (3 pages maximum), and
- Cover letter stating why you are interested in and qualified for the position (two pages maximum)

Your resume and cover letter must be emailed to [hr@alamedahsg.org](mailto:hr@alamedahsg.org) with the subject line: Risk Manager Employment Application.

### **ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY VIA EMAIL**

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

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