



HOUSING PROGRAMS SUPERVISOR

SALARY RANGE 33: \$8,983-10,920 monthly

Final Filing Date: The position is open until filled and applications will be reviewed on a continuous basis. Interested candidates are encouraged to 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, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

THE POSITION

AHA is opening a recruitment for a Housing Programs Supervisor in the Housing Programs Department. This position supervises the activities of AHA staff engaged in the provision of housing assistance, including oversight of functions such as eligibility, inspections, new leases, reexaminations, and terminations, along with direct supervision of the staff conducting this work. Incumbents may assist the Director in departmental and/or strategic planning and budgeting, along with development of policies and procedures. The Housing Programs Supervisor 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.

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 administering publicly assisted housing programs and/or human and social services provision. One (1) year of the required experience should have been in a lead or supervisory capacity.

DESIRABLE/PREFERRED QUALIFICATIONS

- Proficiency in Microsoft Office Suite; experience with Yardi and/or Laserfiche preferred
- Strong communication (verbal and written) and customer service skills required
- Possession of Housing Choice Voucher (HCV) (or comparable) certification at hire or ability to become certified within 6 months of the date of hire required

- Possession of, or ability to obtain, a valid California driver's license by time of appointment and ability to meet the driving record requirements for coverage under agency's auto liability policy required

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, 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 work day. As an exempt employee, however, the Housing Programs Supervisor is measured on outcomes and is expected to complete work assignments irrespective of the flex schedule.
- Note that the Housing Programs Supervisor works on-site; telecommuting is not generally offered. The position requires 3-4 days per week in the office during the current health crisis.

IMPORTANT APPLICATION INFORMATION

Final Filing Date: The position is open until filled.

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 AHA employment application form. The AHA application form is located in the Working at AHA section of the Housing Authority's website at: <https://www.alamedahsg.org/working-with-aha/careers-at-aha/>. The full job description and supplemental questions can be found here as well.

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**