



Housing Authority
— of the —
City of Alameda

Supplemental Questions for the Housing Programs Supervisor Position

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job related areas. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position. Written answers are not to exceed two (2) pages total.

1. Please describe your experience with certifying eligibility, tax credit certifications, waiting list maintenance, reexaminations, portability billing, special programs (i.e., VASH, NED), and/or informal hearings.

2. Please describe the data and reports you have used previously to manage the output and quality of a team that you have had the responsibility for overseeing.

3. Please describe your experience and proficiency level with various types of technologies, including Office Suite, and any knowledge of Yardi, Laserfiche, or similar software.