



## **PROJECT MANAGER**

**SALARY RANGE 36: \$9,662 - \$11,745 monthly**

**Final Filing Date: Open Until Filled; Applications received by December 15, 2022 at 5:00 pm PST will be included in the first review**

### **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 Project Manager level. The Project Manager will work on a variety of affordable housing development projects and have the opportunity to perform meaningful and impactful for an agency dedicated to providing affordable housing in the most impacted region of the nation.

This position is responsible for overseeing and coordinating project management for rehabilitation and/or new construction projects that are funded through a variety of private, federal, state and local sources, including LIHTC. The incumbent organizes and oversees day-to-day planning, design and implementation of complex real estate development projects with necessary assistance from specialized consultants and agency staff. The Project Manager also participates in short- and long-term planning of department goals and objectives.

### **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 three (3) to five (5) years of relevant experience in affordable housing, a community development program, or project management.
- Specific affordable housing finance training, such as LISC, NeighborWorks, ULI or other coursework is a plus.
- Candidates should possess strong technical skills in pro forma analysis, entitlements, construction oversight and/or affordable housing finance.
- Other 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, 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 exempt employees, however, Project Managers are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that Project Managers work on-site; telecommuting is not generally offered. The position may be approved to work from home up to one day per week, however.

## **IMPORTANT APPLICATION INFORMATION**

**Final Filing Date: Open Until Filled; Candidates should apply as soon as possible as the position may close at any time**

To apply, submit a:

- Housing Authority Employment Application
- Resume (three pages maximum, include months/years of employment), and
- Response to the supplemental question (three 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](mailto:hr@alamedahsg.org).

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