



ASSET MANAGER

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

Final Filing Date: The position is open until filled; the first review of applications is planned for May 5, 2023. 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

The Housing Authority is seeking a team-oriented candidate to plan and manage the asset management function of the Housing Authority's real estate portfolio including the housing assets owned by AHA's affiliates. The Asset Manager conducts financial, physical and regulatory performance review; develops and monitors capital needs assessment programs; and reviews, recommends and implements financing or refinancing schemes at multi-family and tax credit properties, in addition to providing highly responsible and complex professional assistance to the Directors of Asset Management, Housing Development and Portfolio Management.

AHA is particularly interested in applications from candidates with a strong track record in various aspects of the affordable housing industry including finance, development/rehabilitation, management and related real estate issues with an emphasis on asset management and financial and regulatory analysis. The successful candidate will be team-oriented with the ability to move projects forward and help position AHA's portfolio for longevity and financial sustainability in the challenging Bay Area housing market.

* **Please note:** Candidates who do not have the experience/skill level required for an Asset Manager position may be considered for an Associate Asset Manager position. The Associate Asset Manager salary range is 31: \$8,556 - \$10,399 monthly.

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, and
- Experience: A minimum of three (3) years of relevant experience in various aspects of an affordable housing agency including finance, development/rehabilitation, management and related real estate issues with an emphasis on asset management financial and regulatory analysis.

- Knowledge of LIHTC and other affordable housing programs and compliance is required.
- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche 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; vacation increases to 3 weeks following successful completion of the probationary period; 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 Asset Manager is measured on outcomes and is expected to complete work assignments irrespective of the flex schedule.
- Note that the Asset Manager works primarily on-site; telecommuting is not generally offered more than 1 day per week. The position currently requires 3-4 days per week in the office, with the ability to work on-site dependent on business needs.

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**