MANAGEMENT ANALYST – Moving to Work (MTW)

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

Final Filing Date: Applications must be received by July 14, 2023 at 5:00 pm PST

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 seeking an exceptional, team-oriented candidate to work at the Management Analyst level. Management Analysts work on a wide range of analytical, management, and technical assignments supporting AHA operations and programs, 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 position currently open is in the Executive Department and will report to the Principal Management Analyst. AHA was recently designated as a MTW agency, and this position will play a key role in the development, implementation and ongoing monitoring of MTW strategies and activities, as well as other data analysis projects for the department or agency. Project areas may include:

➢ Preparation of MTW supplements
➢ Analysis and compilation of data for U.S. Department of Housing and Urban Development (HUD) reports
➢ Training of staff for MTW activities
➢ Daily reporting and conducting quality control of MTW activities and Housing Programs Department activity

AHA is particularly interested in applications from candidates with strong skills in:

➢ Microsoft Excel
➢ Numeric analytics
➢ Statistical knowledge and analyzation experience, preferable

This position requires the ability to communicate and work effectively with a wide variety of internal and external partners, work on project teams, and receive work direction from multiple department staff.

The Housing Authority reserves the right to use this advertisement and applicant response to fill other similar Management Analyst positions including in other departments, for up to one year after the date of this notice.

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 statistics, mathematics, business administration, public administration, or a related field, and
➢ Experience: Two (2) years of professional administrative and management support experience in public agency government.
➢ Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche preferred.
➢ Top notch analytical, research and reporting, and project management skills
➢ Strong presentation, writing, math, and problem-solving skills are essential
➢ Public sector housing work 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.

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). 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 schedule of 9 8-hour workdays each pay period with every other Friday off
➢ Note that the Management Analysts work 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

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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