ASSISTANT DIRECTOR OF ADMINISTRATIVE SERVICES

SALARY RANGE 46: $12,332 - $14,991 monthly

Final Filing Date: Applications must be submitted by August 2, 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

The Housing Authority is seeking an exceptional candidate to fulfill the role of Assistant Director of Administrative Services. Join AHA and have the opportunity to contribute to the management of a wide array of administrative functions for a high-performing housing authority dedicated to providing affordable housing in the most impacted region of the nation.

AHA is particularly interested in applications from candidates with a strong track record in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, housing policy and programs, Housing Authority functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The successful candidate will also be team-oriented with the ability to coordinate and collaborate with a variety of internal stakeholders to move activities and projects forward.

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 public or business administration, public policy, finance, project management, or a related field, and
➢ Experience: Four (4) years of experience in a management or administrative capacity. Experience must include at least two (2) years of supervisory experience; three (3) or more years is preferred. Some experience in an urban public housing or affordable housing agency is strongly 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, 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 Assistant Director of Administrative Services is measured on outcomes and is expected to complete work assignments irrespective of the flex schedule.
➢ Note that the Assistant Director of Administrative Services 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

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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 employment application form. The AHA application form is located in the Working With AHA/Careers at AHA section of the Housing Authority’s website: https://www.alamedahsg.org/working-with-aha/careers-at-aha/. The full job description and supplemental questions can be found in the Current Positions section of the Careers page.

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