

DIRECTOR OF PROPERTY OPERATIONS

SALARY RANGE 54: \$15,425 - \$18,749 monthly

Final Filing Date: The position is open until filled. 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 an exceptional candidate to fulfill the role of Director of Portfolio Management. Join AHA and have the opportunity to plan and oversee contracts and services to provide an effective, robust property management program, contributing to preserving the long-term health and financial viability of the growing real estate portfolio of AHA and its affiliates in the challenging Bay Area housing market.

AHA is particularly interested in applications from candidates with a strong track record in various aspects of the affordable housing industry including management experience with LIHTC and project-based or section 8/Housing Choice Voucher funded affordable housing. Demonstrated experience with and interest in managing third party property management vendors is valuable to this position. The successful candidate will also be team-oriented with the ability to coordinate and collaborate with other departments to move 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, real estate, finance, project management, or a related field; and
- Experience: A minimum of seven (7) years of relevant experience in multi-unit affordable housing property management including four (4) years of supervisory experience at the regional manager or higher level.
- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche preferred.
- Real estate broker's license or ability to obtain one in the first 12 months preferred.
- Low Income Housing Tax Credit (LIHTC) compliance certified 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 with an increase to 4 weeks after the first year, 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 Director of Portfolio Management is measured on outcomes and is expected to complete work assignments irrespective of the flex schedule.
- Note that the Director of Portfolio Management works primarily on-site; telecommuting is not generally offered more than 2 days 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: 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
- 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 at <http://www.alamedahsg.org>. 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**