Housing Authority
— of the —
City of Alameda

Supplemental Questions for the Program Assistant Position

Name: _____

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job-related areas. Your responses, along with your other application materials, will be reviewed by the Housing Authority of the City of Alameda (AHA) and used to make the initial determination of which applicants are best qualified for the position. Written answers are not to exceed 2 pages total. Responses to the questions must be in Word or pdf format and uploaded into the online AHA Application for Employment form.

1. Describe any experience, education, and training you possess that qualifies you for the Program Assistant position at AHA, specifically any experience with the recruitment process and with benefits administration, or providing customer service in housing or inspection department.

2. Please describe your experience with interfacing with the public and/or providing customer service.

3. Please describe your experience and proficiency level with common business software (Microsoft Office, databases, content, or customer relationship management systems, etc.) and with applications that are specific to Housing Authorities or property management, such as Yardi, Laserfiche, Boston Post, etc.