

PROGRAM ASSISTANT

Salary Range 15: \$36.67 - \$44.57/hour

(This position will be hired at 72 hours per pay period and a schedule of nine 8-hour workdays per two week pay period with every other Friday off)

Final Filing Date: Open until filled. Applications will be reviewed as they are received. Position may close at any time.

THE ORGANIZATION

The Housing Authority of the City of Alameda is proud of its mission and accomplishments. In partnership with the entire community, the Housing Authority advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

THE POSITION

The Housing Authority of the City of Alameda is looking for an exceptional, process-oriented professional to provide complex administrative support duties. The position currently open will provide support to the Authority's Human Resources Department including supporting various human resources functions, and providing general and back-up on other administrative tasks as needed, which may be in other departments. May also serve as back up for various functions including Executive Assistant and may fill other program assistant functions in the agency including the front desk as needed.

This is a non-exempt, confidential position. Work will be performed in the Housing Authority of the City of Alameda office; no telecommuting is available for this position. Some evening work may be required.

Program Assistants must be capable of performing complex administrative and office support duties, including assisting in department-related projects and programs. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations, and involves frequent contact with Housing Authority staff, outside agencies, and the public, as well as performing various research functions. Please refer to the job description for the complete range of duties required for this position.

The Housing Authority reserves the right to use this advertisement and applicant response to fill other similar Program Assistant 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 the completion of twelfth (12th) grade, and
- Experience: Four (4) years of increasingly responsible office administrative or secretarial experience. Additional specialized secretarial or clerical training 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.

DESIRABLE/PREFERRED QUALIFICATIONS

- Preferred: Language skills in one or more of the agency's Limited English proficiency languages (Spanish, Chinese, Vietnamese, or Tagalog).
- Strongly preferred: Experience with or knowledge of property management or operations and human resources experience, such as benefits administration and recruiting.
- Experience with Yardi (or housing related software) and Laserfiche is a plus; proficiency in common business software such as Microsoft Office Suite is required.
- Excellent customer service skills, and an ability to work in a fast-paced, changing environment are essential, as is the ability to organize own work, set priorities, and meet critical time deadlines.
- Preferred: Knowledge of and experience with affordable housing programs, including Housing Choice Voucher/Section 8.

ADDITIONAL INFORMATION

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program. *Important:* The Housing Authority 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
- 2 weeks of vacation, 11 holidays and 3.5 floating holidays per year plus paid sick leave
- A schedule of nine 8-hour work days each pay period with every other Friday off. Non-exempt employees' pay is reduced when flexing due to the 72 hour pay period (rather than the standard 75 hours).

IMPORTANT APPLICATION INFORMATION

Final Filing Date: Open until filled. Applications will be reviewed as they are received. 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. You must apply by submitting your application at:

<https://www.alamedahsg.org/working-with-aha/careers-at-aha/>.



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 Employer