

MANAGEMENT ANALYST – Various Departments

SALARY RANGE 33: \$110,928 - \$134,844 annually

Open until filled. AHA reserves the right to interview candidates as they apply.

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 expanding its housing services and as a result is seeking several exceptional, team-oriented candidates 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.

All candidates must have excellent analytical, written and presentation skills. However, the skills experience for each department may differ slightly (see below). Candidates will be considered for all open positions but should indicate in their supplemental answers which department/s they would prefer to be considered for. Successful candidates will, over time, be provided with projects outside of their department as well to increase their overall knowledge of the agency. They will also sit on various agency wide committees and panels. All candidates are expected to become certified on the Housing Choice Voucher Program within 6 months if not already certified.

- One of the positions currently open is in the **Housing Programs Department**, This position focuses on the support of the Housing Choice Voucher Program and related programs. Candidates must have prior experience with the Housing Choice Voucher Program. Yardi or other housing software skills are required.
- One of the positions currently open is in the **Data and Policy Department**. This position works on data and policy issues across the agency, including Moving To Work (MTW) Candidates must have excellent data management skills and demonstrated ability to interpret policy/regulations. Housing and/or Yardi experience are preferred but not required. For exceptional candidates with the requisite experience and education, this position may be filled at the Senior Management Analyst level.
- One of the positions currently open is in the **Property Operations Department**. This position works on data, policy and compliance issues impacting the agency's growing 700+ units of affordable housing, Candidates must have LIHTC asset management, property management or compliance experience. Yardi or other housing software skills are required.

These positions require 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 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, project management and problem-solving skills
- 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, 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.
- 2 weeks of vacation to start; vacation increases to 3 weeks following successful completion of the probationary period; 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 workday. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- Note that Management Analysts work on-site; telecommuting is not generally offered. This position requires 3-4 days per week in the office during the current health crisis.

IMPORTANT APPLICATION INFORMATION

The positions are open until filled and resumes will be reviewed on a first received basis.

Applications received during this recruitment may be used to fill other open similar positions now or in the future.

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>Current Job Openings section of the Housing Authority's website at <http://www.alamedahsg.org>. The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

**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**