

PROPERTY MANAGEMENT SUPERVISOR

SALARY RANGE 33: \$114,476 - \$139,156 annually

(This is an exempt, at-will position with a 9/72 work schedule – consisting of nine 8-hour workdays (totaling 72 hours) over a two-week pay period. Some evening and weekend work may be needed during peak times.)

Please see AHA website at <https://www.alamedahsq.org/working-with-aha/careers-at-aha/> for final filing date.

THE ORGANIZATION

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

THE POSITION

AHA is seeking an exceptional, team-oriented candidate to work at the Property Management Supervisor level. The Property Management Supervisor will 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.

The **Property Management Supervisor** position will report to the Director of Property Operations and will have the responsibility of monitoring the daily operations of properties owned by AHA which may include ongoing monitoring of Property Operations strategies and activities, editing and assisting with policy creation and revision as well as other data analysis and special projects for the department or agency. This position will also assist with the new lease up efforts of two Permanent Supportive Housing communities in summer 2025 as well as future developments in the pipeline.

This position requires 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: Four (4) years of progressively responsible experience in administering publicly assisted housing programs and/or real estate experience, which included the

performance of tasks directly related to property management. One (1) year of the required experience must have been in a lead or supervisory capacity; two years preferred.

- 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.
- New construction and lease up experience preferred although not required.
- Experience with permanent supportive housing (PSH) or work with special needs populations highly 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 to start; 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 Property Management Supervisors 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

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

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



Housing Authority
— of the —
City of Alameda

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**

Supplemental Questions for the Property Management Supervisor Position

Please respond to the following general background questions, with either the requested information or a confirmation of your understanding. Your responses, along with your other application materials, will be reviewed by the AHA and used in making the determination of which applicants are best qualified for the position. Written answers are not to exceed two (2) pages total.

1. Describe how your experience, education, and training qualifies you for this position.
2. Describe your experience performing analysis of federal, state, and/or local legislation and regulations, and in developing and implementing policies and procedures to ensure organizational compliance with these regulations.
3. Please describe your experience with developing and conducting quality control reviews or audits of assigned program areas, including how you used the data to facilitate change or performance improvement.