

## **MANAGEMENT ANALYST – Various Departments**

**SALARY RANGE 33: \$9,539 - \$11,596.37 monthly**

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 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. Strong excel skills and the ability to read and analyze policy are required for all management analyst roles. These positions are dynamic, flexible, highly self-motivated, and work is both independent and collaborative at times. 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 **Data and Policy Department**. This position works on data and policy issues across the agency, including the Moving To Work (MTW) and the Housing Choice Voucher assistance programs. Candidates must have strong project administration skills, excellent data management skills and demonstrated ability to interpret policy/regulations. Housing and/or Yardi experience are preferred but not required.
- One of the positions currently open is in the **Property Operations Department**. This position works on compliance and asset management tasks for AHA's directly owned real estate portfolio of 800+ units and as a regulator for AHA's loans, ground leases, PBV contract and partnerships with other owners in Alameda. Candidates must have excellent financial management skills as well as LIHTC asset management, property management or affordable housing compliance experience. Yardi or other housing software skills are strongly preferred.

AHA is particularly interested in applications for both positions from candidates with strong skills in:

- Microsoft Excel
- Numeric and data analytics

- Statistical knowledge, and analyzation experience, preferable

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. In particular the agency expects to open additional management analyst positions in the area of **finance/budgeting** in the next year and may choose, at its sole discretion, to use this process to complete those hires.

### **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**

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)



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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](mailto:hr@alamedahsg.org).

**The Housing Authority of the City of Alameda is an  
Equal Opportunity / ADA Employer**

## **Supplemental Questions for the Management Analyst Position**

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 AHA and used to make the initial determination of which applicants are best qualified for the position. Written answers are not to exceed two (2) pages total.

1. Describe your experience performing analysis of federal, state, and/or local legislation and regulations preferably related to housing, and in writing policies and procedures to ensure organizational compliance with these regulations.
  
  
  
  
  
  
  
  
  
  
2. Describe the most complex issue or problem that you were personally responsible for analyzing and providing a recommended course of action for. Explain the applied methodology used in your analysis as well as the outcome.
  
  
  
  
  
  
  
  
  
  
3. Please describe your experience and proficiency level with various types of technologies, including Office Suite; document or data management software, including any knowledge of Yardi or Laserfiche; and any experience with website design or maintenance.