

## **ASSISTANT DIRECTOR OF PROPERTY OPERATIONS**

**SALARY RANGE 46: \$157,146 - \$191,028 annually**

Please see the AHA website at <https://www.alamedahsg.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 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 seeking an exceptional, team-oriented candidate to fulfill the role of Assistant Director of Property Operations. Join AHA and have the opportunity to contribute to the management of a wide array of administrative functions for a high-performing housing authority dedicated to providing affordable housing in the most impacted region of the nation.

The position currently open is in the Assistant Director of Property Operations and will report to the Director of Property Operations. AHA is particularly interested in applications from candidates with a strong track record in overseeing policies and programs to prevent homelessness and maintaining stable housing, especially among special needs populations. Successful performance of the work requires knowledge of public policy, housing policy and programs, Housing Authority functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The successful candidate will also be team-oriented with the ability to coordinate and collaborate with a variety of internal stakeholders to move activities and projects forward.

The Housing Authority reserves the right to use this advertisement and applicant response to fill other similar Assistant Director 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 social work, sociology, urban studies, public administration, or a related field, *and*
- Experience: Four (4) years of progressively responsible experience with multi-unit housing property management, experience with Permanent Supportive Housing a plus.
- Experience with the Housing Choice Voucher (Section 8) program, Low Income Tax Credits (LIHTC), and program management experience in this area is preferred.
- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche preferred.
- Experience must include at least two (2) years of supervisory experience; three (3) or more years is 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 the Assistant Director of Property Operations or Director of Permanent Supportive Housing work on-site; telecommuting is not generally offered. This position requires 3-4 days per week in the office.

### **IMPORTANT APPLICATION INFORMATION**

To apply, you must submit a:

1. Housing Authority Employment Application
2. Resume (three pages maximum, include months/years of employment), and
3. 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](mailto:hr@alamedahsg.org).

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

### **Supplemental Questions for the Assistant Director of Property Operations**

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.