

HOUSING SPECIALIST I

Salary Range 19: \$41.72 – \$50.71/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)

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. The Housing Authority of the City of Alameda (AHA) advocates for and provides quality, affordable, safe housing; encourages self-sufficiency; and builds community partnerships. Join our team and you will have the opportunity to perform meaningful and impactful work for an agency dedicated to providing affordable housing in one of the most impacted regions of the nation.

THE POSITION

AHA is seeking a team-oriented candidate to work as a Housing Specialist I in the Housing Programs Department. Housing Specialists are assigned a caseload of regular, interim, and special certifications and are responsible for ensuring files are in compliance with the assistance programs of AHA. Please refer to the job description for the range of duties required of this position.

This is a full-time 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. Note: AHA may consider filling this position part-time in certain circumstances for a limited period of time, no more than 1 year from the date of hire.

The Housing Specialist I will be hired on a 72 hours per pay period schedule (9 8-hour workdays with every other Friday off). This recruitment process may be used to fill both current and future openings. The Housing Authority reserves the right, but is not obligated, to use submitted applications to fill future vacancies.

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: Three (3) years of responsible clerical experience involving public contact, telephones, recordkeeping, file maintenance, word processing, data entry, and document production in an office or social service setting.
- Strong communication (verbal and written), presentation, and customer service skills required.
- Demonstrated ability to provide case management, maintain files and conduct basic program management.

- 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

- Associate or Bachelor's degree preferred.
- Proficiency in Microsoft Office Suite (particularly Excel), Laserfiche, and Yardi; strong Yardi skills are especially desired.
- Language skills in one of AHA's LEP Languages (Spanish, Chinese, Vietnamese) preferred.
- Experience working with assisted housing programs, property management or benefits programs is desirable.

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 workdays 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

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. 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



1. Describe how your experience, education, and training qualify you for this position and make you a good candidate.
2. Please describe a project or task that you have worked on that presented many challenges and explain how you met the challenges. You may use an example from your current or a prior position.
3. Please tell us about a work situation where you built rapport quickly with someone under difficult conditions.