

## **ASSISTANT DIRECTOR OF HOUSING PROGRAMS**

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

**SALARY RANGE 46: \$159,503 - \$193,893 annually\***

*\*Pending Board approval.*

(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.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. 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**

The Housing Authority of the City of Alameda (AHA) is seeking two Assistant Directors of Housing Programs (ADHP) to assist with planning, organizing, managing, and providing administrative direction and oversight for all functions and activities of the Housing Programs Department which administers the various assistance programs the AHA operates. The agency operates with a budget of \$59 million. AHA and its nonprofit affiliate Alameda Affordable Housing Corporation are governed by a seven-member Board and staffed with approximately 55 employees. The AHA programs include around 1500 Housing Choice Vouchers, including 400 Project-Based Vouchers, 700 AHA-owned housing units, and multiple resident services and community development projects. AHA is a newly designated Moving to Work agency, and the ADHP will have an opportunity to be on the ground floor of developing and implementing a wide range of new MTW strategies and activities. The position description can be found on the agency website at [www.alamedahsg.org](http://www.alamedahsg.org).

### **MINIMUM QUALIFICATIONS**

A Bachelor's Degree in Business Administration, Public Administration, Urban Planning, Public Finance, Social work, Sociology, Urban Studies, or a closely related field is highly desired.

Candidates should have at least four (4) years of increasingly responsible administrative and management experience, with publicly assisted housing program and/or human and social services provisions; some experience with the Housing Choice voucher (Section 8) program is required and HCV program management experience is preferred. Candidates must also have at least two (2) years of supervisory experience. A minimum of two (2) of these years should be in the management of affordable housing programs.

Candidates with backgrounds that compensate for academics or experience may still be considered at the discretion of the agency, as long as they possess a combination of training and experience that would provide the required knowledge, skills, and abilities. Candidates will be required to provide academic credentials and work history.

**\*Note: Candidates with exceptional experience and qualifications may be considered at the Director of Housing Programs level, depending on qualifications. Only candidates with strong experience and supervision experience in affordable housing will be considered for the Director of Housing Programs level.**

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 is 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 Housing Programs Position**

Please respond to the following general background questions. 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 qualify 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.