

## **ASSET MANAGEMENT SPECIALIST**

**Salary Range 23: \$ 46.69 - \$ 56.75/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.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**

AHA is opening a recruitment for an Asset Management Specialist in the Property Operations Department. The Asset Management Specialist performs a variety of specialized technical work in support of the Housing Authority's asset management and property operations functions. Conducts operational monitoring and asset management analysis by supporting portfolio performance tracking, capital project planning, compliance reporting, and financial review. Provides responsible and professional assistance to the department team, and performs related work as required.

The Asset Management Specialist will be hired on a 72 hours per pay period schedule (9 8-hour work days with every other Friday off). This recruitment process may be used to fill both current and future openings.

### **MINIMUM QUALIFICATIONS**

*A combination of training and experience that provides the required knowledge, skills and abilities. Typical ways to obtain the required qualifications would be:*

- Equivalent to graduation from an accredited college or university with major coursework in business administration, finance, real estate, public administration, urban planning, or a related field; and
- Two (2) years of increasingly responsible experience in affordable housing property management, housing operations, real estate, or asset management support.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Ability to be insured under AHA's automobile insurance policy.
- Tax Credit Specialist designation required within six (6) months of hire.

### **DESIRABLE/PREFERRED QUALIFICATIONS**

Experience with:

- LIHTC or HUD compliance
- Property management accounting and/or asset management
- Yardi

### **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](mailto:hr@alamedahsg.org).

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

### **Asset Management Specialist Supplemental Questions**

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. The supplemental is required to be considered for the position.

1. Describe the experience, education, training, and skills you possess that qualify you for the Asset Management Specialist position at AHA.
2. Describe your experience with LIHTC or HUD compliance, property management accounting and/or asset management, and Yardi software. If you do not have this experience please describe how you would familiarize yourself with it.
3. Please describe your familiarity with, or any assistance you have provided to staff, working on the standard performance metrics that you would use to monitor the financial performance of a multi-family real estate portfolio.