

### **MANAGEMENT ANALYST (Executive)**

**SALARY RANGE 33: \$116,193 - \$141,243 annually**

This is an exempt, at-will position. The Authority operates on a 9/72-hour biweekly schedule and is closed every other Friday.

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 seeking an exceptional, team-oriented candidate to a management analyst role in the Executive Department. The candidate hired to either position will work on a wide range of analytical, management, and technical assignments supporting AHA Executive 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.

The Executive Management Analyst position will report to the Executive Director and will focus on corporate governance. The role will assist with performing regulatory or legal research; drafting and reviewing Board of Commissioners memos and other documents; assisting with document preparation; managing agency-wide contracts and projects; and performing other duties as assigned. Strong writing and oral communication skills are essential. Attention to detail and ability to manage contracts is also essential. Previous employment in a municipal or government office is preferred.

This position requires the ability to communicate and work effectively with a wide variety of internal and external partners, work on project teams, and receive work direction. Strong writing and oral communication skills are needed. Attention to detail and ability to manage invoices and billing is also essential. Previous employment in a municipal or government office is preferred.

### **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 experience is highly 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.
- A certificate of completion of a paralegal program approved by the American Bar Association or a certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education is highly desirable.

### **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; 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 Management Analyst work on-site; telecommuting is not generally offered. These positions require 3-4 days per week in the office.

### **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. 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 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 - Executive 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. Please describe your experience working with government laws and by-laws, including the Ralph M. Brown Act, Robert's Rules of Order and your role.
2. Describe your experience performing analysis of federal, state, and/or local legislation and regulations, and in writing policies and procedures to ensure organizational compliance with these regulations.