



PROCUREMENT AND ADMINISTRATION SERVICES MANAGER

SALARY RANGE 45: \$155,715 - \$189,267 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 particularly interested in applications from candidates with procurement and contract administration experience in the government sector as well as a wide range of analytical and management skills, who can develop and implement policies and procedures for a variety of projects and programs within assigned departments, including budget administration, management analysis, technical support, and program evaluation. 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 position is expected to supervise 1 -3 staff members over time.

This position will report to the Director or Assistant Director of Administration and Services.

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. A master's degree (or equivalent) is strongly desirable. *and*
- Experience: Four (4) years of procurement experience in public agency government including one (1) year of supervisory experience; two (2) years of supervisory experience is strongly preferred. Housing-related experience is strongly desirable. HUD, affordable housing and/or construction procurement knowledge 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.

- Top notch analytical, research and reporting, project management and problem-solving skills.
- 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.
- 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 Procurement and Administrative Services Managers works 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.

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

