



PROPERTY MANAGEMENT SUPERVISOR

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

(This is an exempt, at-will position with a 9/72 work schedule – consisting of nine 8-hour workdays (totaling 72 hours) over a two-week pay period. Some evening and weekend work may be needed during peak times.)

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. In partnership with the community, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community in housing.

THE POSITION

AHA is seeking an exceptional, team-oriented candidate to work at the Property Management Supervisor level. The Property Management Supervisor will work on a wide range of analytical, management, and technical assignments supporting AHA 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 **Property Management Supervisor** position will report to the Director of Property Operations and will have the responsibility of monitoring the daily operations of properties owned by AHA which may include ongoing monitoring of Property Operations strategies and activities, editing and assisting with policy creation and revision as well as other data analysis and special projects for the department or agency. This position will also assist with future developments in the pipeline.

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 from multiple department staff. The Housing Authority reserves the right to use this advertisement and applicant response to fill other similar Management Analyst positions, including in other departments, for up to one year after the date of this notice.

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: Four (4) years of progressively responsible experience in administering publicly assisted housing programs and/or real estate experience, which included the

performance of tasks directly related to property management. One (1) year of the required experience must have been in a lead or supervisory capacity; two years 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
- Public sector housing work experience is desirable.
- New construction and lease up experience preferred although not required.
- Experience with permanent supportive housing (PSH) or work with special needs populations highly preferred.
- 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.
- 3 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 Property Management Supervisors work on-site; telecommuting is not generally offered. This position requires 3-4 days per week in the office during the current health crisis.

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:

- Resume, and
- Cover letter stating why you are interested in and qualified for the position (two pages maximum)
- Supplemental questions

Your resume and cover letter must be emailed to hr@alamedahsg.org with the subject line: Property Management Supervisor – Employment Application.

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

