



Housing Authority  
of the  
City of Alameda

## **PROPERTY OPERATIONS SPECIALIST I**

**SALARY RANGE 19: \$6,880 - \$8,364 monthly**

(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.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 Operations Specialist I level. The Property Operations Specialist I will work on a wide range of specialized technical and clerical support 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 Operations Specialist I position will report to the Director of Property Operations and will have the responsibility of certifying eligibility, waiting list maintenance, reexaminations, or inspections. The Property Operations Specialist will assist with maintaining and preparing reports related to property financial and operational performance, assesses physical conditions of assets, and manage the preventive maintenance process. This position will also assist with the new lease up efforts as well as 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 specialist level 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 the completion of twelfth grade, *and*
- Experience: Three (3) years of responsible clerical experience involving public contact, telephones, recordkeeping, file maintenance, word processing, data entry, and document production.
- Candidates must possess a Tax Credit Specialist designation.

- Candidates must possess strong technical skills including proficiency in common business software and document retention systems; experience with Laserfiche preferred.
- Experience with YARDI, specifically, must be able to retrieve data and reporting for both residents and the portfolio utilizing the PMC YARDI platform.
- Public sector housing work experience is desirable.
- 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 Property Operations Specialist I work on-site; telecommuting is not generally offered.
- Note that this position may be filled as an at-will position.

### **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 and supplemental questions 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 Property Operations Specialist I Position**

Please respond to the following general background questions, with either the requested information or a confirmation of your understanding. 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 qualifies you for this position.
2. Please explain your experience with outreach as it relates to client interaction and application processing. What is your process and how do you achieve positive results with internal and external partners?
3. Please describe your experience with assisted housing programs, social services programs, property management, and/or housing/building inspections. Specifically, speak to your experience with generating and reviewing reporting related to the operations of a portfolio of communities. Describe the data you review and your analysis.