



## **DIRECTOR OF HOUSING PROGRAMS**

**SALARY RANGE 56: \$203,582 - \$247,451 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 the final filling

### **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 agency operates with a budget of \$59 million. AHA and its nonprofit affiliate Alameda Affordable Housing Corporation are governed by a seven-member Board and staffed with approximately 55 employees. The AHA programs include around 1800 Housing Choice Vouchers, including 400 Project-Based Vouchers, 800 AHA-owned housing units, and multiple resident services and community development projects. AHA is a newly designated Moving to Work agency, and the Director of Housing Programs will have an opportunity to be on the ground floor of developing and implementing a wide range of new MTW strategies and activities.

### **THE POSITION**

The Housing Authority of the City of Alameda (AHA) is seeking an exceptional, process-orientated professional to serve as the Director of Housing Programs to assist with planning, organizing, managing, and providing administrative direction and oversight for all functions and activities of the Housing Programs Department which administers the various assistance programs the AHA operates. The Director of Housing Programs provides assistance to the Executive Director and Authority in a variety of regulatory, analytical, and supervisory capacities.

Successful performance of the work requires knowledge of housing programs (including Housing Choice Voucher program, and Project-Based Vouchers), public policy and Housing Authority functions and activities. Strong people management skills and an ability to implement strong processes and procedures are essential. This is a fast-paced agency that seeks to meet the mission through a high level of accountability and transparency. The position can be found on the agency website at [www.alamedahsg.org](http://www.alamedahsg.org).

## **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:*

- Equivalent to graduation from an accredited four-year college or university with major coursework in sociology, urban studies, public administration, or a related field is required. A graduate degree in a related field is preferred.
- Seven (7) years of progressively responsible administrative and management experience, with publicly assisted housing programs and/or human and social services provisions
- A minimum of four (4) years of supervisory experience is required.
- Three (3) years of experience with Housing Choice Voucher program is required and HCV program management experience is preferred.
- Experience with Yardi and Moving to Work is preferred but not required.
- Candidates with backgrounds that compensate for academics or experience may still be considered at the discretion of the agency, as long as they possess a combination of training and experience that would provide the required knowledge, skills, and abilities. Candidates will be required to provide academic credentials and work history.

## **BENEFITS PACKAGE**

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457 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 8 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. The Director of Housing Programs routinely works on-site, and telecommuting is not offered. This position requires 3-4 days per week in the office
- Some evening and after hours work may be required.

## **IMPORTANT APPLICATION INFORMATION**

Please see AHA website at <https://www.alamedahsq.org/working-with-aha/careers-at-aha/> for final filing date.

To apply, you must submit a:

1. Housing Authority Employment Application
2. Resume (three pages maximum, include months/years of employment), and
3. 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 EMAIL**

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**



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### **Supplemental Questions for the Director of Housing Programs**

Please respond to the following general background questions, with either the requested information or a confirmation of your understanding. Your responses should be uploaded into the AHA application form in either Word or pdf format.

1. Describe your breadth of knowledge and years of experience in managing federally funded housing programs. Please cite any experience with Section 8 funded programs.
2. What are the key challenges do you expect voucher program in Alameda is currently facing?.
3. Please cite one or more specific process improvement projects you have undertaken and successfully implemented and describe your role in the project.
4. Describe your experience with developing and conducting quality control reviews or audits of assigned program areas, including how you used the data to facilitate change or performance improvement.



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5. List your total years of supervisory experience;, and complete the table below for each supervisory position held:

Supervisory position held (title)	Number of direct reports	Number of indirect reports	List titles of those you supervised