

DIRECTOR OF ADMINISTRATION AND SERVICES

SALARY RANGE 56: \$203,582 – \$247,451 annually

Assistant Director of Administration and Services*

Salary Range 46: \$159,503 – \$193,893)

AHA intends to hire one of the two roles. These are exempt, at-will positions. 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 state

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 a strong track record in a variety of administrative, coordinative, analytical, and liaison capacities relevant to the job responsibilities. Successful performance of the work requires knowledge of public policy, housing policy and programs, Housing Authority functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas. 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.

Due to the diverse and public facing nature of the responsibilities in this department, candidates must have excellent planning, tracking and project management skills and be customer-oriented in their approach. Significant relevant supervisory experience is required. The department is currently budgeted for 10 staff.

The Director level position will report to Executive Director or other Director. The Director of Administration and Services provides assistance to the Executive Director and the Authority in a variety of regulatory, analytical, and supervisory capacities.

***Note: Candidates may also be considered at the Assistant Director of Administration and Services level, depending on experience and qualification. Only candidates with**



significant, relevant experience and supervision experience will be considered for the Director of Administration and Services level.

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 public or business administration, public policy, finance, project management, or a related field, *And*
- Seven (7) years of experience in a management or administrative capacity including four (4) years of supervisory experience, preferably in the public sector. Some experience in an urban public housing or affordable housing agency is strongly preferred.
- Ideal candidates will have superior knowledge of at least one focus area of the position, and will be expected to be knowledgeable and proficient in all aspects of the position within one year of appointment.
- 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.
- Proficiency in one of the Housing Authority's LEP languages (Spanish, Vietnamese, Chinese or Tagalog) is preferred but not required.

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 Administration and Services 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, submit a:



Housing Authority
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City of Alameda

- 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: Director of Administration and Services – Employment Application.

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.

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



Housing Authority
of the
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Supplemental Questions for the Director of Administration and Services

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. If you are offered the position, what is the earliest date you would be able to start?
2. Work hours for this position (and AHA's standard business hours) are 8:00/8:30-5:00. AHA offers some options to start early (not before 7:00 with an end time of 3:30) but when that option is selected, we cannot guarantee a 3:30 end time on any given day due to meetings, urgent needs, etc.
3. AHA does not offer relocation assistance for candidates who do not live in the area. We also encourage candidates to research housing costs and commute time
4. 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