

MANAGEMENT ANALYST II**SALARY RANGE 36: \$129,723 - \$157,682 annually****MANAGEMENT ANALYST I****SALARY RANGE 33: \$120,608 - \$146,611 annually****Salaries pending Board of Commissioners approval**

This is a fulltime, 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.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. 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 POSITIONS

AHA is seeking exceptional, team-oriented candidates to work at the Management Analyst level (level I or II). Management Analysts 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.

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.

The AHA is currently looking for Management Analysts in the following areas:

- Procurement and contracting in public agency
- Responding to and managing Public Records Act requests
- Housing Choice Voucher Program management
- Data analytics
- Housing Policy
- Risk Management

- IT systems, including Yardi and Laserfiche
- Support of boards and committees
- Performance management including dashboards
- Reasonable Accommodation policy and processing for housing applicants and residents (not HR)

***Note: Candidates will be considered at the Management Analyst I or II level, depending on experience and qualifications. Only candidates with significant, relevant experience will be considered for the Management Analyst II level.**

MINIMUM QUALIFICATIONS for Level I

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: Two (2) years of professional administrative and management support experience preferable in public agency government.
- 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.

MINIMUM QUALIFICATIONS for Level II

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 professional administrative and management support experience in public agency government, at least two (2) years of which must be as a Management Analyst I or equivalent level. Supervisory experience is strongly 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.

ADDITIONAL INFORMATION

- The Housing Authority provides an outstanding benefits package, including: Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth plans (no employer contribution). Important: The Housing Authority 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



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- A schedule of nine 8-hour workdays each pay period with every other Friday off. Non-exempt employees' pay is reduced when flexing due to the 72-hour pay period

DESIRABLE/PREFERRED QUALIFICATIONS

- Language skills in one of AHA's LEP Languages (Spanish, Chinese, Vietnamese) preferred.
- Experience with Yardi (or housing related software) and Laserfiche is a plus; proficiency in common business software such as Microsoft Office Suite is required.

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. You must apply by submitting your application at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/>. AHA reserves the right to interview candidates before the deadline.

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 Employer

Supplemental Questions for the Management Analyst Position

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job related areas. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position.

Written answers are not to exceed two (2) pages total.

1. What experience, education or training do you possess that would contribute to your success as a Management Analyst at the AHA?
2. Describe the most complex issue or problem that you were personally responsible for analyzing and providing a recommended course of action for. Explain the applied methodology used in your analysis as well as the outcome.
3. Describe your experience developing, monitoring, and reporting on strategic goals and performance measures.