

## **PROGRAM ASSISTANT - HUMAN RESOURCES**

**Salary Range 15: \$ 38.41 - \$ 46.69/hour**

**This is an at-will, confidential, non-exempt 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 final the 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 POSITION**

AHA is seeking an exceptional, process-oriented professional to provide complex administrative support duties. The position currently open will provide support to the Authority's Human Resources Department including supporting various human resources functions, and providing general and back-up on other administrative tasks as needed, which may be in other departments. May also serve as back up for various functions including Executive Assistant and may fill other program assistant functions in the agency including the front desk as needed.

This is a full-time, non-exempt, at-will confidential position. Work will be performed in the Housing Authority of the City of Alameda office; no telecommuting is available for this position. Some evening work may be required. Note: AHA may consider filling this position part-time in certain circumstances for a limited period of time, no more than 1 year from the date of hire.

Program Assistants must be capable of performing complex administrative and office support duties, including assisting in department-related projects and programs. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations, and involves frequent contact with Housing Authority staff, outside agencies, and the public, as well as performing various research functions. Please refer to the job description for the complete range of duties required for this position.

The Housing Authority reserves the right to use this advertisement and applicant response to fill other similar Program Assistant positions, including in other departments, for up to one year after the date of this notice. The Program Assistant will be hired on a 72 hours per pay period schedule (9 8-hour workdays with every other Friday off).

## 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 (12<sup>th</sup>) grade, and
- Experience: Four (4) years of increasingly responsible office administrative or secretarial experience. Additional specialized secretarial or clerical training is desirable.
- 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.

## DESIRABLE/PREFERRED QUALIFICATIONS

- Language skills in one of AHA's LEP Languages (Spanish, Chinese, Vietnamese) preferred. Experience with or knowledge of and human resources experience, such as benefits administration and recruiting.
- Experience with Yardi (or housing related software) and Laserfiche is a plus; proficiency in common business software such as Microsoft Office Suite is required.
- Excellent customer service skills, and an ability to work in a fast-paced, changing environment are essential, as is the ability to organize own work, set priorities, and meet critical time deadlines.
- Knowledge of and experience with affordable housing programs, including Housing Choice Voucher/Section 8.

## ADDITIONAL INFORMATION

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program. *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, 11 holidays and 3.5 floating holidays per year plus paid sick leave.
- 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 (rather than the standard 75 hours).

## 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 Application
- Resume(three pages maximum, include months/years of employment), and



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- 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/>.

**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 Employer**

### Supplemental Questions for the Program Assistant 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. Describe any experience, education, and training you possess that qualifies you for the Program Assistant position at AHA, specifically any experience with human resources functions such as benefits administration and recruiting.
2. Please describe your experience with interfacing with the public and/or providing customer service.
3. Please describe your experience and proficiency level with common business software (Microsoft Office, databases, content, or customer relationship management systems, etc.) and with applications that are specific to Housing Authorities or property management, such as Yardi, Boston Post, etc.