

HOUSING AUTHORITY OF THE CITY OF ALAMEDA INVITES YOUR INTEREST IN THE POSITION OF: ADMINISTRATIVE MANAGER



ABOUT THE AGENCY

The Housing Authority of the City of Alameda has provided housing assistance to thousands of low-income households through our Housing Choice Voucher and Project-Based Voucher (also collectively known as Section 8) programs and by developing and managing our own properties. We work with landlords and housing developers, and partner with various agencies to provide housing and related support services to as many eligible families as possible. We currently assist approximately 4,000 individuals with housing and are actively working to grow the number of units available in Alameda so that even more low-income individuals and families can be served.

IDEAL CANDIDATE

The ideal candidate will be responsible for a wide range of analytical and management tasks and projects. He or she will develop policies and procedures, budget administration, procurement and contract administration, management analysis, technical support, program evaluation. The incumbent will support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies.

THE POSITION

Under general direction, provides administrative, budgetary, and work-flow support to assigned Housing Authority projects and programs including but not limited to procurement and reasonable accommodation processes; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; AND fosters cooperative working relationships among Housing Authority departments.

MINIMUM QUALIFICATIONS

Education and Experience

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:

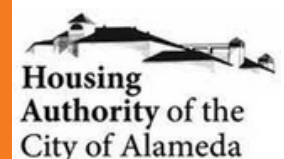
- Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field. A Master's degree (or equivalent) is strongly desirable. And,
- Four (4) years of professional administrative and management support experience in public agency government including one (1) year of supervisory experience; two (2) years of supervisory experience is strongly preferred. Housing related experience is strongly desirable.
- Proficiency in one of the Housing Authority's LEP languages (Spanish, Vietnamese, Chinese or Tagalog) is preferred but not required.

Licenses and Certifications

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



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<https://koffassociates.com/administrative-manager/>



ESSENTIAL FUNCTIONS

- Coordinates and performs professional-level administrative and programmatic work in such areas as reasonable accommodations, compliance and financial administration and reporting, purchasing/procurements/contracts, contract administration, report development, database management, budget development, and/or management-level analysis.
- Leads and implements quality control and audits of assigned programs as recommended by the Housing Authority; develops and implements policies and procedures in relation to quality control; develops quality control systems, practices and guidelines; prepares and distributes relevant quality control materials; develops and modifies the quality assurance plan, procedures, and documentation forms as required.
- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for assigned programs.
- May lead and/or contribute to the agency's work towards and commitment to developing a diverse, equitable and inclusive work environment.



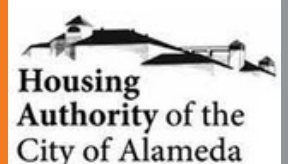
ESSENTIAL FUNCTIONS CONTINUED

- Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; directs the work of assigned staff; reviews work for accuracy; recommends improvements in work flow; works with employees to correct performance issues; implements discipline and termination procedures.
- May serve as a liaison to employees, public, and private organizations, and community groups; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
- Conducts a variety of analytical and operational studies regarding programmatic activities, including complex financial, budget, personnel, operational, regulatory, or administrative issues or questions; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Ensures compliance with Federal, State, and funding agency accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.



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COMPENSATION AND BENEFITS

\$10,735.00-\$13,048.00 MONTHLY
\$128,820.00- \$156,576.00 ANNUALLY



HEALTH AND WELLNESS

- 100% employer-paid health insurance of the Kaiser Employee + 2 rate (equivalent to \$2,228.36);
- MetLife Dental and VSP Vision Care AHA contributes the premium for Employee+2 dental coverage; contributions may be used towards dental and/or vision insurance

RETIREMENT

- Calpers Pension
 - Classic 2% at 55
 - PEPRA 2% at 62
- Option of ICMA-RC 457 (Deferred Compensation) and Roth IRA Plans.

LEAVES

- Vacation Leave- starts at 3 weeks per year
- Holidays- 11 holidays and 3.5 floating holidays
- Sick Leave- Accrual of 7.5 hours per month

WORK LIFE BALANCE

This position has a schedule of 9 8-hour work days with every other Friday off

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered, please electronically submit your resume, cover letter, 3 references, and respond to the application questions by February 21, 2022 at 5:00pm (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/administrative-manager/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

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