



# Housing Programs Supervisor

\$103,452 - \$125,760 Annually



## 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.

## THE IDEAL CANDIDATE

The ideal candidate will be a subject matter expert in HUD policies and the issuance of housing vouchers. They will have a desire to develop and mentor staff while serving the community. The ideal candidate will have the ability to delegate projects and evaluate the work of staff while maintaining the high-performing quality of service that the Housing Authority continually strives for.

## THE POSITION

Under general direction, supervises the activities of Housing Authority staff engaged in the provision of housing assistance, including oversight of assigned functions such as eligibility, inspections, new leases, reexaminations, and terminations; performs related work as required.

### *SUPERVISION EXERCISED*

Exercises general direction and supervision over professional, technical, and administrative support staff.

## 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 social work, sociology, urban studies, public administration, or a related field; and four (4) years of progressively responsible experience in administering publicly assisted housing programs and/or human and social services provision. One (1) year of the required experience should have been in a lead or supervisory capacity.

### **Licenses and Certifications:**

Possession of, or ability to obtain, a valid driver's license by time of appointment. Must be able to be insured under AHA's owned automobile insurance policy.

## EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Provides input in the development and implementation of goals, objectives, policies, and priorities for housing programs; recommends appropriate service levels within Housing Authority policy; recommends and administers policies and procedures.
- Oversees and participates in the development and administration of Housing Authority programs; ensures that programs comply with Federal and State laws, regulations, and reporting requirements. Housing Programs Supervisor.
- Monitors changes in laws, regulations, and technology that may affect program operations; assists in the implementation of policy and procedural changes as required; informs and educates staff regarding changes.
- Provides training to staff on matters such as new processes, software updates, and verification tools; prepares instructions, documentation, and procedural guides; trains, counsels, develops, and motivates employees in appropriate work procedures, standards, practices, and behavior, including workplace safety.
- Collects input and makes recommendations for the standardization of procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program service delivery methods; compiles data for the assessment and monitoring of workload and administrative support systems; identifies opportunities for improvement and recommends these to the Director.
- Performs a variety of complex data compilation and research; prepares summaries, reports, and correspondence.
- Reviews and processes requests for reasonable accommodation; may maintain related documentation and logs, monitor periodic reviews of approved reasonable accommodations.
- Plans, organizes, prioritizes, assigns, reviews, and evaluates the work of professional, clerical, and technical staff engaged in housing or related activities and services.





- Maintains programs integrity; investigates possible program violations; may prepare cases and represent the Housing Authority in informal hearings; may conduct informal reviews of Housing Authority decisions; assists in scheduling and processing informal hearings for other staff; may assist in monitoring repayment agreements or other conditions of continuing assistance which result from program integrity activities.
- Maintains and applies knowledge of applicable laws, regulations, Department of Housing and Urban Development (HUD) guidelines, and Alameda Housing Authority Administrative Plan, including Fair Housing and Limited English Proficiency (LEP).



# COMPENSATION AND BENEFITS

**\$8,621 - \$10,480 Monthly**  
**\$103,452 - \$125,760 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
  - PEPR 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 for this exceptional career opportunity, complete an application and answer the supplemental questions by clicking [here](#).

The deadline to apply for this position is November 24, 2021 at 11:59pm.

For any questions, email Recruiter Joshua Boudreaux: [jboudreaux@koffassociates.com](mailto:jboudreaux@koffassociates.com)

