



Housing
Authority of the City of Alameda

ASSISTANT DIRECTOR OF HOUSING PROGRAMS

Annual Salary: \$128,820- \$156,576





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 POSITION:

Assists the Director of Housing Programs to plan, organize, manage, and provide administrative direction and oversight for all functions and activities of the Housing Programs. 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; provides highly responsible and complex professional assistance to the Director of Housing Programs in areas of expertise; and performs related work as required. Incumbents participate in the most complex and sensitive work activities and utilize expert program and operational knowledge to resolve difficult issues by formulating unique solutions. This position functions independently and refers matters to the Director of Housing Programs in unusual situations, such as when there is the potential of legal liability. Incumbents may assist the Director in strategic planning and budgeting. This classification is distinguished from the Housing Programs Director classification in that the latter is responsible for the direction and management of the entire Rental Assistance Department

THE IDEAL CANDIDATE

The ideal candidate will be an experienced professional who has experience and oversight over a housing authority's social services and housing assistance programs, including short-and long-term planning development and administration. He or she will have experience with complex and sensitive work activities and possess the knowledge of how to resolve difficult issues as they arise. The incumbent is expected to work independently and maintain communication with the Director of Housing as necessary. He/she will be able to identify any matters that pose a potential legal liability and involve the appropriate parties for resolution. The ideal candidate will possess the knowledge and experience with creating and managing a budget as it relates to strategic planning.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Assists in the management responsibility for all Rental Assistance Department programs, services, and activities.
- Assists with developing, directing, and coordinating the implementations of goals, objectives, policies, procedures, and work standards for the department.
- Plans, organizes, prioritizes, assigns, reviews, and evaluates the work of professional, clerical, and technical staff.
- Oversees and participates in the development and administration of Housing Authority programs.
- Monitors changes in laws, regulations, and technology that may affect program operations.
- Provides training to staff.
- Reviews and processes requests for reasonable accommodation.
- Maintains programs integrity; investigates possible program violations.
- Provides administrative support to the Director of Housing Programs as needed.

EXPERIENCE & 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 social work, sociology, urban studies, public administration, or a related field
- Four (4) years of progressively responsible experience in administering publicly assisted housing programs and/or human and social services provision including at least two (2) years of supervisory experience; three (3) or more years is preferred.
- 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.

COMPENSATION & BENEFITS

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
- 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 SCHEDULE

- This position has a schedule of (9) 8-hour work days; every other Friday off; which equals to 72 hours a pay period.





THE SELECTION PROCESS

To be considered, please electronically submit your resume, cover letter, 3 references, and respond to the application questions by **Friday, February 21, 2022 at 5:00pm** (references will not be contacted in the early stages of the recruitment)

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



Joshua Boudreaux
Phone (510) 901-0044
jboudreaux@koffassociates.com

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.

To apply click [HERE](#)