



MANAGEMENT ANALYST – Moving to Work (MTW)

SALARY RANGE 33: \$8,621 - \$10,480 monthly

**Final Filing Date: Applications must be received by July 21, 2022
at 5:00 pm PST**

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) is proud of its mission and accomplishments. In partnership with the entire community, AHA advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

THE POSITION

AHA is seeking an exceptional, team-oriented candidate to work at the Management Analyst level. 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.

The position currently open is in the Executive Department and will report to the Principal Management Analyst. AHA was recently designated as a MTW agency, and this position will play a key role in the development, implementation and ongoing monitoring of MTW strategies and activities. Project areas may include:

- Preparation of MTW supplements
- Analysis and compilation of data for U.S. Department of Housing and Urban Development (HUD) reports
- Training of staff for MTW activities
- Daily reporting and conducting quality control of MTW activities and Housing Programs Department activity

AHA is particularly interested in applications from candidates with strong skills in:

- Microsoft Excel
- Numeric analytics
- Statistical knowledge and analyzation experience, preferable

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.

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 graduation from an accredited four-year college or university with major coursework in statistics, mathematics, business administration, public administration, or a related field, *and*
- Experience: Two (2) years of professional administrative and management support experience 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, and project management skills
- Strong presentation, writing, math, and problem solving skills are essential
- Public sector housing work experience 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.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457 and Roth IRA plans (no employer contribution). *Important:* AHA 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 9 8-hour workdays each pay period with every other Friday off
- Note that Management Analysts work on-site; telecommuting is not generally offered. This position requires 3-4 days per week in the office during the current health crisis.

IMPORTANT APPLICATION INFORMATION

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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. The AHA application form is located in the Working With Us>Employment Opportunities section of the Housing Authority's website at <http://www.alamedahsg.org>. The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

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 / ADA Employer**