

## **ASSISTANT DIRECTOR OF HOUSING PROGRAMS**

**SALARY RANGE 46: \$152,268 to 185,100**

**Final Filing Date: Applications must be received by January 29, 2024 at 5:00 p.m. PST. AHA reserves the right to interview candidates before the deadline.**

The Housing Authority of the City of Alameda (AHA) is seeking an Assistant Director of Housing Programs to assist the Director of Housing Programs with planning, organizing, managing, and providing administrative direction and oversight for all functions and activities of the Housing Programs Department. The agency operates with a budget of \$59 million. AHA and its nonprofit affiliate Alameda Affordable Housing Corporation are governed by a seven-member Board and staffed with approximately 55 employees. The AHA programs include 1500 Housing Choice Vouchers, including 400 Project-Based Vouchers, 700 owned housing units, and multiple resident services and community development projects. AHA is a newly designated Moving to Work agency, and the ADHP will have an opportunity to be in on the ground floor of developing and implementing a wide range of new MTW strategies and activities. The position description can be found on the agency website at [www.alamedahsg.org](http://www.alamedahsg.org).

With a population of 77,624, Alameda, CA is situated in the East Bay Region of the San Francisco Bay in Alameda County. The highly diverse population of the community provides for a multitude of highly acclaimed restaurants, arts outlets, cultural centers, localized shopping experiences, and outdoor activities. Alameda is also in close proximity to all of the amenities of Oakland and San Francisco. The community is blessed with a year-round Mediterranean climate that features warm, dry summers and cool, moderate winters.

A Bachelor's Degree in Business Administration, Public Administration, Urban Planning, Public Finance, Social work, Sociology, Urban Studies, or a closely related field is highly desired. Candidates should have at least four (4) years of increasingly responsible administrative and management experience, with publicly assisted housing program and/or human and social services provisions; some experience with the Housing Choice voucher (Section 8) program is required and HCV program management experience is preferred. Candidates must also have at least two (2) years of supervisory experience. A minimum of two (2) of these years should be in the management of affordable housing programs.

Candidates with backgrounds that compensate for academics or experience may still be considered at the discretion of the agency, as long as they possess a combination of training and experience that would provide the required knowledge, skills, and abilities. Candidates will be required to provide academic credentials and work history. The consultant will complete background checks.

Compensation for the position is negotiable, depending on the qualifications and experience of the chosen candidate. The salary range is \$152,268 to 185,100. 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 AHA>Current Job Openings 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](mailto:hr@alamedahsg.org).

**The Housing Authority of the City of Alameda is an  
Equal Opportunity / ADA Employer**