



ASSOCIATE ASSET MANAGER

SALARY RANGE 31: \$105,648 - \$128,412 annually

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

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 candidate to work at the Associate Asset Manager level. The Housing Authority is seeking a team-oriented candidate to assist with the planning and managing of the asset management function of the Housing Authority's real estate portfolio including the housing assets owned by AHA's affiliates. The Associate Asset Manager provides administrative and analytic assistance, capital improvement, financial performance review, capital needs assessment, in addition to providing responsible and professional assistance to the Asset Manager and the Directors of Asset Management, Housing Development, and Property Operations. Position reports to the Director of Asset Management.

AHA is particularly interested in applications from candidates with a strong track record in various aspects of the affordable housing industry including management experience. These positions require 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, *and*
- Experience: Two (2) to four (4) years of relevant experience in affordable housing, real estate development, community development program or asset management.
- Specific affordable housing finance or asset management training, such as CHAM, LISC, NeighborWorks, ULI or other coursework is preferred.
- Candidates should possess strong technical skills including proficiency in common business software and document retention systems; experience with Yardi and/or Laserfiche 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.

BENEFITS PACKAGE

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program, plus voluntary 457, 457 Roth, 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.
- 3 weeks of vacation to start; 11 holidays; and 3.5 floating holidays per year plus paid sick leave.
- A flex schedule of 9 8-hour workdays each pay period with every other Friday generally not scheduled as a workday. Exempt employees, however, are measured on outcomes and are expected to complete work assignments irrespective of the flex schedule.
- 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

Final Filing Date: Applications must be received by February 5 2024 at 5:00 p.m.

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.

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