

SENIOR PROGRAMS DIRECTOR

SALARY RANGE 60: \$18,427 to \$22,399 a month

(This position will be hired at 72 hours per pay period and a schedule of nine 8-hour workdays per two week pay period with every other Friday off)

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

The Opportunity

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

The position of Senior Programs Director is a newly created position, reporting directly to the Executive Director. The primary responsibility for the position will be to provide a variety of administrative, programmatic, coordinative, analytical, and liaison capacities, including ensuring quality control and timely delivery of programs and projects and implementing strategies to evaluate and grow the Housing Authorities programs and projects.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities that would ordinarily be gained through extensive breadth and depth of experience in leadership and management is qualifying. A typical way to obtain the qualifications and competencies is:

Education: Graduation from an accredited four-year college or university with major coursework in architecture, planning, construction management, urban planning, engineering, business or public administration or a related field, *and*

Experience: Seven (7) years of administrative or management experience in the affordable housing programs management and/or PHA management including four (4) years of supervisory experience. Possession of an advanced degree is desired.

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.

The Recruitment Process

Please see AHA website at <https://www.alamedahsg.org/working-with-aha/careers-at-aha/> for final filing date.

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**