



## HOUSING PROGRAMS MANAGER

Monthly Salary Range: \$9,378 - \$13,926

**Last Day to File**

Apply Immediately – Open Until Closed

- ***NOTE: ALL of the following documents MUST be submitted in order for your application to be given full consideration and in order for you to be considered: (1) completed HACA employment application and (2) completed supplemental questionnaire.***
- ***In addition, submission of a resume and compelling cover letter describing your interest, experience and qualifications, is required.***

**RECRUITMENT BROCHURE**

A complete recruitment brochure describing the Housing Authority, the duties of the position and other information is available from the Human Resources Department.

**THE POSITION**

The Housing Programs Manager is a management position reporting directly to the Deputy Executive Director. This position supervises approximately sixteen (16) subordinate technical and administrative staff and is responsible for program management activities of the Housing Choice Voucher Program, Preserving Alameda County Housing, Inc. (HACA’s non-profit entity), reasonable accommodation requests and property management of all HACA-owned units. Key responsibilities include: oversees applicant, tenant and participant eligibility; oversees Housing Assistance Payments (HAP contract management); oversees all HQS quality control inspections; plans and directs the Housing Programs Unit work and assigns work activities; coordinates the unit’s activities with those of the Special Programs Unit and other HACA departments; oversees the property management function for all HACA-owned units; selects, supervises, trains and evaluates subordinate staff in conjunction with Human Resources; provides staff support to the Housing Commission.

**REQUIREMENTS**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**1. Housing Authority (HACA) Internal Candidates:**

**A. Education**

Possession of a Bachelor's Degree from an accredited college or university may be substituted for two (2) years of the required experience; an Associate’s Degree may be substituted for one year of the required experience; **and**

B. Work Experience

Three (3) years of experience in the class of Housing Specialist or Administrative Analyst I/II, or two (2) years of experience in the class of Lead Worker or higher class within the Housing Authority of Alameda County.

**2. External Candidates**

A. Education

Possession of a Bachelor's Degree from an accredited college or university may be substituted for two (2) years of the required experience; an Associate's Degree may be substituted for one year of the required experience; **and**

B. Work Experience

Four (4) years of professional experience in management of a housing, social services, or similar public program or related field; at least two (2) years of which must have been in a supervisory capacity.

**Desirable Qualifications**

A Master's Degree in public or business administration and work experience related to public housing programs is highly desirable.

**LICENSE** - Possession of a valid California Motor Vehicle Driver's license is required.

**EXAMINATION**

The examination will consist of the following steps: (1) screening of all applications to identify those applicants who meet the announced minimum qualifications for acceptance into the exam; (2) review of applications of those candidates who meet the minimum qualifications to select those best qualified to continue in the exam process; and (3) job-related interview (worth 90%) and ***there may be*** a written exercise (worth 10%). If there is no written exercise, then the job-related interview will be worth 100% of the scoring.

**TO APPLY**

Application submittals must include: (1) compelling cover letter describing your interest, experience and qualifications, (2) resume, **and** (3) completed HACA employment application and supplemental questionnaire.

Applications may be obtained by visiting [www.haca.net](http://www.haca.net) or in person at the Human Resources Department, Housing Authority of Alameda County, 22941 Atherton Street, Hayward, CA 94541-6633. If you have any questions, please call Human Resources at (510) 727-8517. The Housing Authority will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please call (510)727-8518.

Applicants are responsible for the truth of all statements made in their applications. False statements are grounds for rejection of the application or discharge from Housing Authority employment.

If you have any questions, please call Human Resources at (510) 727-8518. The Housing Authority will make reasonable efforts in the examination process to accommodate disabled applicants. If you have special needs, please call (510)727-8517.

## **GENERAL INFORMATION FOR APPLICANTS**

The Housing Authority is an Equal Opportunity/Affirmative Action employer. Women, ethnic and racial minorities and disabled individuals are encouraged to apply. Applicants will be considered without regard to their race, color, religion, sex, national origin, age, disability or any other non-job related factor. *A completed Housing Authority employment application and supplemental questionnaire must be submitted in order to be given consideration.*

## **EMPLOYEE BENEFITS**

***Vacation & Sick Leave*** – Accruals are based on 40-hour work week schedule (full time). Sick leave accrues at the rate of one-half day per bi-weekly pay period. Vacation is granted annually starting with 3 weeks for the first 3 years of service.

***Work Week & Holidays*** – The Housing Authority operates on a 9/80 schedule (offices are closed every other Friday) and on a bi-weekly pay cycle. There are 13 paid holidays and 6 floating holidays.

***Retirement*** – Both the employee and the Housing Authority contribute to the Alameda County Retirement Association (ACERA). Employees hired after January 1, 2013, participate in ACERA's Tier IV benefit plan. The amount of the employee's contribution is determined annually by ACERA and is currently approximately 8.25% of the employee's base salary. The employee's contribution is made on a pre-tax basis.

***Health Insurance*** – The Housing Authority contributes a fixed amount toward employee medical insurance under one of several recognized programs. Dental insurance is fully paid by the Housing Authority.

***Long-Term Disability Insurance*** – Management employees are eligible for long-term disability benefits and the insurance is fully paid by the Housing Authority, subject to the provider's eligibility requirements, age limitations and coverage exclusions.

***Flexible Spending Account (FSA)*** – Employees may participate in an FSA for purposes of paying on a pre-tax basis for those expenses allowed pursuant to Section 125 of the Internal Revenue Code.

***Credit Union*** – Employees are eligible to join a Credit Union.

***Life Insurance*** – The Housing Authority pays the premium for a group life insurance benefit plan.

***Management Cafeteria Plan*** – Non-taxable reimbursements and taxable reimbursements are provided for qualifying expenditures each calendar year.

## **BACKGROUND INVESTIGATION**

An applicant's previous employment may be investigated and references will be contacted. Results of this investigation may be cause for disqualification. Fingerprints will also be taken for a review of any criminal history. Any record of conviction may be reviewed by Human Resources and the Executive Director and may result in termination of eligibility for employment. A conviction record will not necessarily disqualify an applicant from employment. Each case will be given individual consideration based on job relatedness.

## **PRE-EMPLOYMENT PHYSICAL**

All prospective employees must pass a pre-employment medical examination before beginning employment. Offers of employment are conditional upon successful completion of this examination. The Housing Authority may disqualify any eligible on the basis of the examining physician's report.



***PLEASE SEE NEXT PAGE FOR SUPPLEMENTAL QUESTIONNAIRE***