



HOUSING PROGRAMS MANAGER

Monthly Salary Range: \$9,078 - \$13,481

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,. Key responsibilities include: oversees assigned program operations (which may include applicant, tenant and participant eligibility; Housing Assistance Payments contracts and voucher management; interjurisdictional moves; Housing Quality Standards (HQS) inspections; reasonable accommodations; and program integrity functions); 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; 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 policy/administration, social services, business administration or other related field as well as 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 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

HOUSING PROGRAMS MANAGER SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements **and** are the **best qualified** for the position will continue in the exam process.

PLEASE BE ADVISED THAT although you may possess the minimum requirements for this exam, you are **not guaranteed** advancement in the selection process. Return your completed application and supplemental questionnaire immediately as the exam may close at any time.

DIRECTIONS:

It is critical that you respond to this supplemental questionnaire completely AND submit with your completed application; however please limit your responses to one page for each question. Indicate your name on each page of your response. Failure to complete the supplemental questionnaire will result in the rejection of your application.

- 1. Describe your knowledge of and experience with subsidized rental housing programs – your role, level of responsibility, number of staff supervised and size of program.**
- 2. This position supervises a large number of subordinate staff. Describe your leadership style and explain why you feel it is the best method. What makes people follow your lead? How do you influence behavior and outcomes? What challenges do you expect with a large staff?**
- 3. The Housing Programs Manager position requires solid problem solving and strong decision-making skills. How do you approach problem solving and what factors do you consider in decision making? Provide an example of how your problem solving and decision-making skills were applied.**
- 4. How do you ensure the quality and consistency of your team’s work product?**