



Housing Authority of the County of Alameda



*invites your interest
for the position of*

**Executive
Director**

The Community

Alameda County sits at the geographic center of the San Francisco Bay Area, across the bay from the San Francisco peninsula, with Contra Costa County to the north and Santa Clara County to the south. With a population approaching 1.7 million residents, Alameda is the second largest county in the Bay Area and the seventh largest in the State. The county encompasses 14 incorporated cities and six unincorporated areas that span a total of 738 square miles.

Commonly referred to as the “East Bay,” the region has been the fastest growing in the San Francisco Bay area for more than two decades. The East Bay

is popular because of its desirable location, incredible diversity, ideal climate, broad economic base, and its range of available housing and business opportunities. The county itself is one of the most diverse regions in the entire country.



Alameda County offers a rich array of cultural activities, including the Oakland Museum and the Oakland East Bay Symphony. The wine country of the inland Tri-Valley area and the Chabot Space and Science Center bring additional opportunities for recreation, relaxation and education. The University of California, Berkeley and California State University, East Bay are just two of the numerous distinguished academic institutions serving Northern California. Urban transportation options are extremely accessible in Alameda County including the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system. The Housing Authority's office, located in Hayward, is three blocks from a BART station.

The Housing Authority

The Housing Authority of the County of Alameda (HACA) has been recognized as a high performer and an innovative leader among housing authorities nationally. HACA's mission is to improve the stability and quality of life for low income families, individuals with disabilities and seniors by providing affordable housing. HACA's office is located in the city of Hayward and serves the nine cities of Albany, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro and Union City. HACA also serves several unincorporated communities, including Castro Valley, San Lorenzo, Ashland, and Cherryland.



HACA is an independent governmental entity separate from the County of Alameda and is governed by a 12-member Housing Commission appointed by the Alameda County Board of Supervisors. The Housing Commission is comprised of one appointee from each city (who are usually city council members), one representative from the unincorporated area and two HACA participants.

HACA's contract with the U.S. Department of Housing and Urban Development (HUD) provides for 7,023 Housing Choice Vouchers (HCV), including 415 Veterans Affairs Supportive Housing (VASH) vouchers and 289 Mainstream vouchers. 803 HCV and 112 VASH vouchers are project-based. HACA has an active Family Self-Sufficiency (FSS) program with 200 participants. In addition, it owns 15 non-HUD units.

HACA has created a non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH), to develop and manage affordable housing. PACH has no staff and is managed by HACA. Its five-member board of directors is comprised of members of HACA's Housing Commission and HACA staff. PACH assumed ownership of all 230 units of HACA's former public housing units, of which 72 are RAD units and 158 are Section 18 units. All units have project-based vouchers. PACH also owns HACA's former administrative offices, currently leased to a social service organization.



HACA enjoys excellent relationships with the Alameda County Housing and Community Development Department (HCD) and the county's Behavioral Health Care Services Agency (BHCS). It administers approximately 100 Shelter Plus Care units for HCD along with another 25 under an HCD-created program. For BHCS, HACA manages rental subsidies for approximately 75 units under a locally-designed and funded program.

The Position and Ideal Candidate

The new Executive Director joins HACA as it continues to transition out of the global pandemic and considers new opportunities to move forward within a changing economic and social landscape. The organizational culture is rooted in an environment of mutual respect, progressive ideas and an appreciation for the legacy of HACA's accomplishments. The expectation is to further enhance this rich culture while fostering new approaches and ideas toward expanding housing opportunities for county residents.

HACA views its role as a facilitator and resource in advancing affordable housing development efforts through partner agencies and development entities. Thus, a key aspect of this role is to continually seek out diverse funding streams and development opportunities through interagency collaboration and partnership. In seeking out new opportunities, the Director will maintain current relationships and look to expand and build additional relationships.

The Executive Director will be a strategic, big picture thinker who operates in a collaborative, collegial, and mentoring style. Excellent communication and presentation skills will be essential in interacting with HACA's Housing Commission, regional partners, clients, stakeholders, internal staff, and regulatory entities including HUD. As the Commissioners are largely active and busy city council members, interactions and information provided them must be substantive and informative, yet concise.

The ideal candidate will have a passion and energy for affordable housing and will be an adaptable, flexible and creative problem solver. She/he will be a positive leader and role model reflecting a team-oriented management style.



Strong administration and personnel management skills are expected along with a mentor/coach orientation that provides guidance and staff development opportunities. Knowledge of HUD programs administered by HACA and HUD funding will be critical to this role. The position requires senior management experience within a housing related agency and possession of a Bachelor's degree from an accredited college or university. A Master's degree is highly preferred.

Compensation and Benefits

The salary range for this position is open and negotiable, depending on qualifications. HACA offers a competitive benefits package that includes:

- ◆ **Retirement:** Participation in the Alameda County Employees' Retirement Association (ACERA). New members participate in Tier IV with a benefit of 2.5% @ 67 with the employee paying a member share of approximately 9.3%. HACA participates in Social Security.
- ◆ **Medical:** Choice of plans offered by Kaiser or United Healthcare for employee and dependents. HACA will pay 90% of the Kaiser premium for employee/employee plus one/employee plus family coverage. Employees who have medical coverage through another source may choose to opt-out of HACA's medical group coverage and will receive a stipend.
- ◆ **Dental:** Choice of Delta Dental (PPO) or Delta Care (HMO). HACA pays 100% of the premium for employee/employee plus one/employee plus family coverage.
- ◆ **Vision:** HACA pays 100% of the premium for employee coverage. Employee will pay a portion of the premium for dependent coverage.
- ◆ **Flexible Spending Accounts (FSA):** Employees can elect an annual amount up to \$3,050 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- ◆ **Holidays:** 14 paid holidays per calendar year. In addition, HACA provides 6 floating holidays annually per fiscal year.
- ◆ **Vacation:** 120 hours of vacation time annually during the first three years of service. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- ◆ **Sick Leave:** Accrued at the rate of 104 hours per year.
- ◆ **Kin Care Leave:** Up to 60 hours of accrued sick leave may be used for the care of eligible family members per calendar year.
- ◆ **Life Insurance:** \$100,000 payable upon death of employee; premiums are paid by HACA. Employees are eligible after 6 months of employment.
- ◆ **Management Flexible Benefit:** Up to \$2,300 per calendar year in taxable or non-taxable reimbursements for eligible purchases.
- ◆ **Credit Union:** Membership in a credit union is available based upon government employment.
- ◆ **9/80 Work Schedule and Flexible Working Hours:** HACA offices are closed every other Friday. In order to work 80 hours in each pay period, management employees are scheduled for 8.9 hours per day. Management employees have some ability to flexibly schedule their 8.9 hours.
- ◆ **Deferred Compensation:** Voluntary participation through employee pre-tax contributions into a 457 plan.
- ◆ **Additional Benefits Include:** Employee Assistance Program, State Disability Insurance (SDI), Family Leave, and Long Term Disability Insurance.



The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is: August 7, 2023



If you have any questions or wish to further explore this opportunity, please contact Paul Kimura at paulk@averyassoc.net or 408.399.4424 or Bill Lopez at williaml@averyassoc.net or 408.888.4099.