



Housing Authority of the  
County of Alameda



# Housing Programs Manager



## ■ THE POSITION

The Housing Authority of the County of Alameda (HACA) is seeking a collaborative and innovative Housing Programs Manager to provide exceptional leadership in a team-oriented environment. Under the direction of the Deputy Executive Director, the Housing Program Manager plays a critical role at HACA, works closely with leadership, and is responsible for planning, directing, organizing, and managing the Housing Choice Voucher Program and leading a team of technical and administrative staff to achieve the mission of the agency.

Key responsibilities include:

- » Planning, directing, organizing, and managing assigned Housing Choice Voucher Program operations and staff, which may include program eligibility determinations, Housing Assistance Payments (HAP) contracts and vouchers, interjurisdictional moves, Housing Quality Standards (HQS) inspections, reasonable accommodations, and program integrity functions.
- » Ensuring compliance with all regulatory requirements.
- » Developing, recommending, and implementing internal policies and procedures.
- » Developing and managing the departmental budget.
- » Managing approximately fifteen staff and fostering an environment of teamwork and collaboration.
- » Modernizing and streamlining workflows and ensuring smooth coordination among internal departments.
- » Providing staff support to the Housing Commission.





## ■ 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 738 square miles.



Alameda County occupies a large portion of the East Bay region, which has been the fastest growing in the San Francisco Bay area for more than two decades. The county is one of the most diverse regions in the entire country and the East Bay has an ideal climate, a broad economic base, and a range of available housing and business opportunities.

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.

To learn more, go to: <https://www.haca.net>



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### **Mission**

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.

## THE HOUSING AUTHORITY

The Housing Authority of the County of Alameda (HACA) is located in the city of Hayward and serves Albany, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro, Union City, and several unincorporated communities, including Castro Valley and San Lorenzo.

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 residents.



HACA's contract with the U.S. Department of Housing and Urban Development (HUD) provides for over 7,000 Housing Choice Vouchers, including 395 Veterans Affairs Supportive Housing (VASH) vouchers and 289 Mainstream vouchers. Approximately 900 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), which owns and manages affordable housing. PACH is managed by HACA and assumed ownership of 230 units of HACA's former public housing units, 72 of which are RAD units and 158 are included in the HCV project-based vouchers.

HACA works in partnership with Alameda County Health's Housing and Homeless Services Department to administer approximately 200 units, including Shelter Plus Care and other locally designed and funded programs.

## CHALLENGES and PRIORITIES

The thriving Bay Area economy has driven real estate values skyward. Alameda County, with its close proximity to San Francisco, has been deeply affected. High property values quickly translated to high rents, making HACA's mission to provide affordable housing more important than ever.

The Bay Area's inflated rental housing market, as well as a supply of rental housing that has not kept up with demand, has created an environment of scarcity for voucher participants to find appropriate housing. HACA continues to work with HUD and other Bay Area authorities to keep fair market rents at competitive levels. At the same time, HACA cultivates solid relationships with existing property rental owners and outreach to create new partnerships.

As with all housing authorities, HACA continues to be challenged with insufficient federal funding as a result of prorated HCV administrative fees. In addition, the need for additional HCVs is extreme but HUD funding has not kept up with demand.

## ■ IDEAL CANDIDATE

The ideal candidate will possess excellent leadership and supervisory skills with the ability to build a culture of trust, teamwork, professionalism, and effectively collaborate with a diverse staff. The next Manager will be an innovative leader with the ability to assess systems and develop creative approaches to address and solve challenges. Leadership, collaboration, excellent communication, and interpersonal skills are key.

The next Housing Programs Manager should demonstrate the following attributes to be successful in this position:

- » Several years of supervisory experience and demonstrated teambuilding.
- » Experience managing/supervising a unionized staff.
- » Significant experience managing a housing program in a governmental housing, social welfare, residential property management or community-based organization.
- » Familiarity with public agency personnel policies and procedures.
- » Mentor and motivate a diverse workforce and demonstrate skill and knowledge in working within a unionized environment.
- » Be a strategic thinker capable of timely implementation through teamwork and collaboration.

## ■ EDUCATION and EXPERIENCE

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:

### **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.

### **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 full-time 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.

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



# COMPENSATION and BENEFITS

The annual salary range for this position is **\$129,756 - \$192,688**. Employees typically receive an annual COLA plus merit increase. In addition, HACA offers an attractive benefits package including:

## RETIREMENT

- » Alameda County Employees' Retirement System (ACERA): New members participate in Tier IV with a benefit of 2.5% @ 67. Employees contribute approximately 9%.
- » HACA employees participate in the Social Security system.
- » Voluntary Deferred Compensation Plan (457 Retirement Savings Plan).

## HEALTH BENEFITS

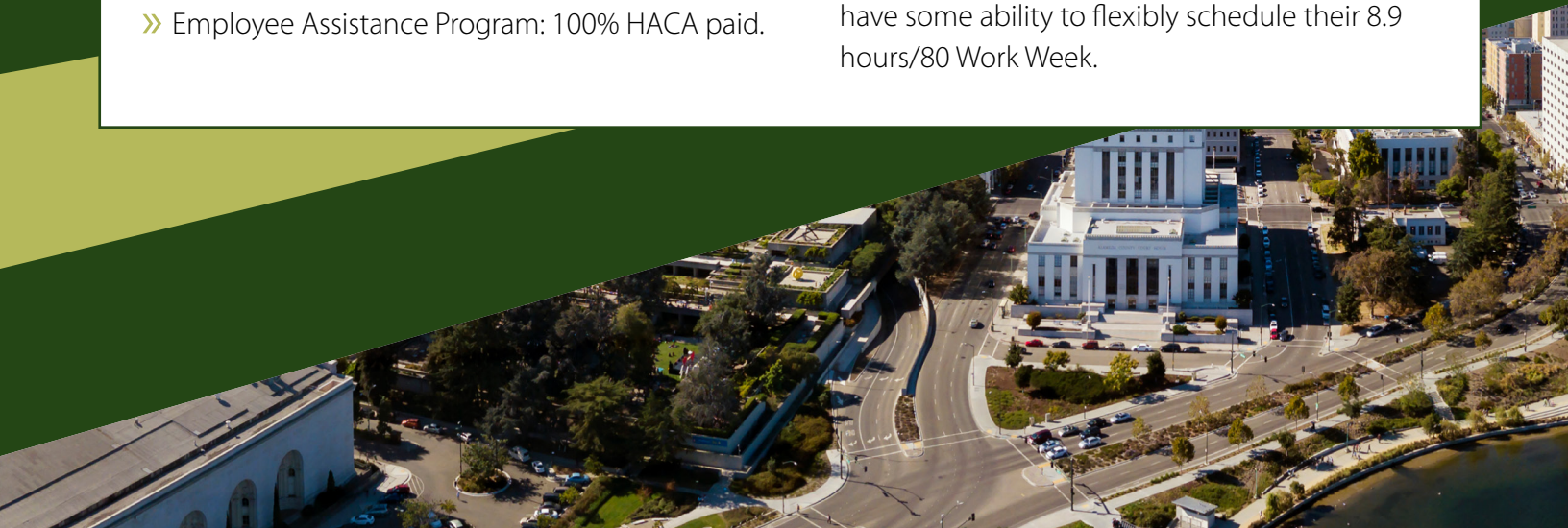
- » Medical: Choice of plans offered by Kaiser or United Healthcare for employees and dependents. HACA pays 90% of premiums for Kaiser plans. Employees who have medical coverage through another source may choose to opt out of HACA's medical coverage and receive a stipend.
- » Dental: Choice of Delta Dental (PPO) or Delta Care (HMO) HACA pays 100% of the premium for employee and dependents.
- » Vision: HACA pays 100% of employee's premiums. Employees pay for dependent coverage.
- » Flexible spending account: Employees can elect an annual amount up to \$3,300 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- » Employee Assistance Program: 100% HACA paid.

## LEAVE BENEFITS

- » Vacation: Accrues at varying rates for full-time employees. The beginning accrual rate is 120 hours per year for the first three years, increasing with tenure. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- » Holidays: 14 paid holidays per calendar year. HACA also provides up to 5 floating holidays per fiscal year.
- » 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.

## FRINGE BENEFITS

- » Life Insurance: Group term life insurance with premium paid by HACA. Employees are eligible the first day of the month following hire date.
- » Management Flexible Benefit: Up to \$2,300 per calendar year in either taxable or non-taxable reimbursements for eligible purchases.
- » 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/80 Work Week.



# ■ APPLICATION and SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, September 15, 2025**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2520>

For further information contact:

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Website: [www.cpshr.us](http://www.cpshr.us)

CPS HR  CONSULTING

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultants, following which, the most qualified candidates will be referred for interviews with HACA. The Housing Authority of the County of Alameda anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidate.



*The Housing Authority of the County of Alameda is an Equal Employment Opportunity Employer and does not discriminate based on race, ethnicity, religion, national origin, gender, sexual orientation or disability status.*