



PROGRAM ASSISTANT

SALARY RANGE 12, HOURLY RATE: \$27.88 - \$33.89

(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)

FINAL FILING DATE: February 9, 2018 at 4:00 pm

THE ORGANIZATION

The Housing Authority of the City of Alameda is proud of its mission and accomplishments. In partnership with the entire community, the Housing Authority advocates and provides quality, affordable safe housing, encourages self-sufficiency, and strengthens community inclusiveness and diversity in housing.

THE POSITION

The Housing Authority of the City of Alameda is looking for an exceptional, process-oriented professional to provide complex program administrative support duties. The position currently open will provide support to the Authority's Administration Department including supporting the agency's reasonable accommodation committee and process, supporting human resources functions, and providing general and back-up administrative support to department staff. This is a non-exempt, confidential position. Some evening work may be required.

Program Assistants must be capable of performing complex administrative and office support duties, including assisting in department-related projects and programs. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations, and involves frequent contact with Housing Authority and City of Alameda staff and the public, as well as performing various research functions. Please refer to the job description for the complete range of duties required of this position.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of increasingly responsible office administrative or secretarial experience.

- Additional specialized secretarial, clerical or administrative training is desirable.
- Experience with or knowledge of the ADA's (and other federal and state laws) reasonable accommodation requirements and/or human resources is highly desirable.
- Excellent organizational and customer service skills, and an ability to work in a fast-paced, changing environment are essential.

- Preferred: Language skills in one or more of the agency's Limited English proficiency languages (Spanish, Chinese, Vietnamese, or Tagalog).
- Experience with Yardi or housing related software is a plus; proficiency in common business software such as Microsoft Office Suite is required.

ADDITIONAL INFORMATION

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program. *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
- 2 weeks of vacation, 10 holidays and 3.5 floating holidays per year plus paid sick leave

IMPORTANT APPLICATION INFORMATION

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To apply, candidates must submit a fully completed and signed Housing Authority employment application, including responses to the supplemental questionnaire and a resume (documents must be in Word or pdf format, and uploaded into the online application form).

The AHA application form is located in the Working With Us>Employment Opportunities section of the Housing Authority's website at www.alamedahsg.org. The full job description and supplemental questions are on the Open Positions page in Employment Opportunities. Please note: Applicants are encouraged to allow adequate time to complete the application form in one session, as the form cannot be saved to complete at a later time. Please allow adequate time for the application form to load once the link to the form is selected; depending on connection speed and browser, this may take a few minutes.

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY

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
Female, Minority, and Disabled Candidates are Encouraged to Apply**

Section 3 is a statutory provision, which requires that HUD administer its programs in a manner that promotes opportunities for training, employment and contracting for lower income persons that live in the area where HUD funds are utilized. This position may be partially paid through HUD funding grants and may be subject to the provisions of Section 3. The Housing Authority actively encourages employment applications from persons that may qualify as low income or who are otherwise economically disadvantaged.