



Housing  
Authority of the City of Alameda

## **EXECUTIVE ASSISTANT**

**SALARY RANGE 22, HOURLY RATE: \$35.58 - \$43.25/hour**

(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: May 7, 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 administrative professional to provide complex, confidential, and varied administrative support to the Executive Director and Housing Authority management staff. This is a non-exempt, confidential position, and is the highest-level administrative support class in the agency. Some evening work, including attending monthly Board of Commissioners meetings, is required.

The Executive Assistant will be responsible for a variety of day-to-day administrative and project coordination support work for the Executive Director, Board of Commissioners (BOC), and Housing Authority management staff. The work requires the frequent use of tact, discretion, independent judgment, knowledge of Housing Authority activities, and the ability to plan and conduct independent projects. The Executive Assistant is the first point of contact for the Executive Director and the public to resolve issues and concerns, and assists in coordinating the Housing Authority's Board of Commissioner meetings. 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 twelfth (12<sup>th</sup>) grade supplemented by college-level coursework and/or specialized secretarial courses and five (5) years of responsible administrative office support experience assisting executive management or a high-level official, including office management. Highly desirable candidates will possess:

- Ability to handle confidential materials and complex employee relations matters with discretion and tact.

- Excellent customer service skills and ability to interface effectively with members of the public, vendors, contractors, and Housing Authority staff.
- Ability to organize their own work, set priorities, and meet critical deadlines in a fast-paced, changing environment.
- Excellent writing skills, with experience producing reports and meeting minutes.
- 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 including 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**

**Final Filing Date: May 7, 2018 at 4:00 pm PST**

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](http://www.alamedahsg.org). The full job description and supplemental questions are on the Open Positions page in Employment Opportunities.

### **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](mailto: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.