

Property Management Supervisor

Salary Range 26: \$6,375 to \$7,749 per month

FILING DATE: Applications will be accepted on a continuous basis. Interested candidates are encouraged to apply immediately as the position may be closed at any time.

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

This is a supervisory classification that is responsible for property management, as well as work performed by staff related to the initial and continued occupancy of multiple Housing Authority rental units. The Property Management Supervisor is responsible for supervising the daily operations of a portfolio of properties owed by AHA, including the supervision of staff. This position also performs duties related to lease enforcement, initial screening of applicants for suitability, filling of vacancies, property maintenance coordination and customer service. This is a full-time, FLSA exempt position.

MINIMUM QUALIFICATIONS

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 graduation from an accredited two or four-year college or university with major coursework in social work, sociology, urban studies, public administration, property management, or a related field,
- And four (4) years of progressively responsible experience in administering publicly assisted housing programs and/or real estate experience, which included the performance of tasks directly related to property management. One (1) year of the required experience must have been in a lead or supervisory capacity; two years preferred.
- Applicants must have excellent people and process management skills, and be knowledgeable of property management laws and procedures.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid driver's license by time of appointment. Must be able to be insured under AHA's owned automobile insurance policy.

- Possession of Housing Quality Standards (HQS) certification or ability to become certified with 6 months of the date of hire is strongly preferred.

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
- 3 weeks of vacation to start, and
- A schedule of 9-8 hour work days each pay period with every other Friday off

IMPORTANT APPLICATION INFORMATION

Application Deadline: Open until filled; applications are accepted on a continuous basis

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 full job description, application form, and the supplemental questions are located in the Working With Us>Employment Opportunities section of the Housing Authority's website at www.alamedahsg.org.

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.