



**Housing  
Authority of the City of Alameda**  
**Deputy Executive Director**

## The Opportunity

An exciting career opportunity awaits a talented administrative services professional in one of the most desirable places to live in the United States. The Deputy Executive Director for the Housing Authority of the City of Alameda (AHA) will have the opportunity to perform meaningful and impactful work for an agency that is dedicated to providing affordable housing in the most impacted region of the nation. ***The agency is interested in candidates with experience in public sector finance, human resources, information technology, and risk management, regardless of specific work in the affordable housing space.***

## The Position

The position of Deputy Executive Director is a newly created position, reporting directly to the Executive Director. The primary responsibility for the position will be to provide high-level managerial and executive assistance to the Agency, particularly in administrative services such as HR, Finance and Operations. The Deputy Executive Director will also serve as the Executive Director in the case of her absence and may cover for Director level staff during their absence. Key executive responsibilities include:

- Assisting the Executive Director in leading, planning, organizing, and directing the services and activities of AHA's departments and programs.
- Leading the annual preparation and administration of the Housing Authority's budget in collaboration with other Agency Directors including the Finance Director.
- Driving continual quality assessment and improvement in the overall quality of the Housing Authority's service provisions by monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures, assessing and monitoring the distribution of work, identifying opportunities for improvement and leading the implementation of those changes to effect positive change.
- Supervising the Directors and staff responsible for the Finance, Human Resources and IT/Policy functions of the Agency.
- Monitoring changes in laws, regulations, and technology that may affect AHA, and recommending and implementing policy and procedural changes as required.
- Preparing, reviewing, and presenting staff reports and various management and information updates as well as leading and reporting on special projects as assigned

Accordingly, this newly created position will allow the Executive Director to focus at the strategic level and on external collaborations and partnerships.



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## Challenges and Opportunities

While there are challenges and opportunities with any newly created leadership position and, generally, in the affordable housing field, a number of specific and identifiable issues are foreseeable at the AHA and for the new Deputy Executive Director:

- Like all housing authorities in the nation, the AHA is subject to the regulations and changes of federal funding. However, the AHA maintains a large balance sheet with unrestricted reserves and non-federal housing programs that will help insulate it from detrimental actions.
- The senior management team is strong, with positions being filled in the last 2-4 years by experienced leaders from other housing authorities, public agencies, or affordable housing providers. At the same time, like other housing authorities, the Agency has experienced a number of retirements among the staff as a whole and so documenting and retaining institutional knowledge, strengthening procedures, and consistent agency-wide approaches will be a key part of this role. Like other employers in the Bay Area, AHA has been impacted by the high cost of housing and tight employment market when hiring and retaining staff.
- The City of Alameda is in one of the hottest housing markets in the nation and the demand for affordable housing does not appear to be lessening. The Deputy Executive Director will be instrumental in helping the Agency meet its mission and manage the overwhelming demand while taking full advantage of the opportunities to provide housing and/or financial assistance to those in need.
- The rapidly changing regulatory environment means the Housing Authority needs to make sure it has best practices, excellent policies, and consistent quality control mechanisms across all departments. Standardization of policies and procedures will be a key part of this new role.
- For its size, a decentralized procurement model keeps the Housing Authority lean and agile. The Deputy Executive Director will be tasked with refining procurement across the organization.
- The AHA is in the process of upgrading all of its systems, including information technology. This will require a high degree of coordination, perseverance, and change management skills.

## The Ideal Candidate

The Housing Authority of the City of Alameda is seeking an experienced administrator to aid the Executive Director in leading the Housing Authority. An exceptional housing candidate with



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budget and HR experience would also be considered. The ideal candidate will have a number of traits and experience that will translate to greater success:

- The size and culture of the AHA allows for an agency that is more agile than most, requiring the executive team to move quickly – yet deliberately.
- The Deputy Executive Director will be a hands-on, working position. The selected candidate will find an abundance of areas to make rewarding contributions as the Housing Authority moves to refine and optimize its operations.
- As the AHA continues to be innovative and adopt best practices, staff are faced with a tremendous amount of change. The Deputy Executive Director will need effective change management skills and will need to work closely with HR on staff and supervisor development.
- The executive team at AHA is strong and skilled, requiring this position to be someone that is quick on his/her feet and decisive, yet with a good sense of humor and a collaborative approach.
- Experience with budgeting and employee relations in a government entity is key. Prior experience directing procurement, information technology or risk management is preferred.
- Strong writing and presentation skills are crucial to ensure highly responsive and effective communications.

## Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities that would ordinarily be gained through extensive breadth and depth of experience in leadership and management is qualifying. A typical way to obtain the qualifications and competencies is:

**Education:** A Bachelor’s degree in business, public administration, public policy, finance, or a related field. A Master’s degree is preferred.

**Experience:** A minimum of seven years of increasingly responsible administrative experience in administrative services (such as human resources, finance, procurement, information technology and risk management), with at least five years of experience in a significant management capacity. Supervisory experience is required and experience in the public sector is encouraged.



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## The Compensation

The annual salary range for this exempt position is \$182,172 to \$221,436 and will be dependent upon qualifications. In addition, AHA offers an outstanding benefits package, including CalPERS retirement (2% @ age 62 formula for new CalPERS members with a required employee contribution of 6.5% of salary; “Classic” members are eligible for a 2% @ age 55 formula, with a required employee contribution of 7.00% of their salary towards pension costs.) AHA does not contribute to social security.

AHA exempt staff, including this position, work a 9/72 work schedule with every other Friday scheduled off. Additional details on the benefit package can be found online at [www.alamedahsg.org](http://www.alamedahsg.org).

## The Recruitment Process

This position is considered open until filled with priority processing of applications received **by April 30, 2019**. To be considered, candidates must submit an application through the AHA website. [www.alamedahsg.org](http://www.alamedahsg.org).

Interested candidates should apply early in the process for optimum consideration. Top candidates may be asked to complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

For inquiries and questions regarding the recruitment process, please contact Valerie Mondo at (510) 747-4325 or via email at [vmondo@alamedahsg.org](mailto:vmondo@alamedahsg.org).

## Additional information

### About the City of Alameda

The City of Alameda, California is an island community of approximately 78,000 located just across the Bay from San Francisco. It compares favorably to the “best places to live” in America and enjoys a charming ‘small town feel.’ It has a median household income of \$79,312, many educational institutions nearby, more than double the number of restaurants and libraries as the “best places average,” strong cultural diversity, excellent air quality, and moderate weather year-round. Alameda’s waterfronts, in the heart of the San Francisco Bay, offer beaches, bird refuges, and spectacular views of the San Francisco skyline and the East Bay hills and provide an opportunity to residents and visitors to discover excellent shopping and dining, or enjoy the bicycle and pedestrian paths that complement the natural open spaces.



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## The Housing Authority of the City of Alameda

The Housing Authority of the City of Alameda is a medium-sized, highly active, and high performing housing authority. Once a unit of the City of Alameda, the AHA is now an independent organization but remains highly linked to the City of Alameda and serves as both the housing authority and the City's housing department. The primary goal of the AHA is to provide quality, affordable, and safe housing in the City of Alameda.

The AHA is a progressive and growing organization. With an increase in staffing of approximately 25% over the past 5 years, there are currently 59 FTE staff. The AHA works with other units of government, non-profits, and private landlords and has developed strong partnerships with a variety of agencies to provide housing and support services to as many eligible individuals, families, seniors, and persons with disabilities as possible. The AHA has 573 units in its portfolio and 1,845 vouchers. The AHA currently assists approximately 4,000 individuals directly with housing and is actively working to grow the number of units available in Alameda so that even more low-income individuals and families can be served.

AHA has provided a range of housing assistance to low-income households for over 75 years. Programs include Housing Choice Vouchers, Project-Based Vouchers, Family Self-Sufficiency, affordable real-estate development and management, community development projects, and resident services. AHA owns multiple residential properties that it manages and is actively involved in the construction of new housing through the Low-Income Housing Tax Credit (LIHTC) program. In 2014, AHA established a nonprofit organization, Island City Development, to engage in developing, owning, and managing affordable housing in the City. A second non-profit, Alameda Affordable Housing Corporation, was developed in 2017 for the purposes of owning federally-funded real estate. AHA is also responsible for administering the City's housing programs including CDBG, HOME, BMR, inclusionary zoning, and for managing rent stabilization and eviction control within the City of Alameda. AHA is also the Housing Successor agency for Alameda.

The AHA has an operating budget of approximately \$41 million and a capital improvement budget of \$4 million, with a balance sheet of \$90 million. Our most recent audit can be found in the Public Notices section of AHA's website. AHA is an independent government entity, with a seven-member Board of Commissioners appointed by the Mayor, which serves as its governing body.

For further information, please visit AHA's website at [www.alamedahsg.org](http://www.alamedahsg.org).