

HOUSING ASSISTANT

Salary Range 8: \$26.27 - \$31.93/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: Applications must be submitted by May 6 at 5:00 pm PST

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 an entry-level administrative support class that performs general customer service, clerical, and document production work for the Housing Authority (AHA). Please refer to the job description for the full range of duties and qualifications for this position.

The Housing Assistant position that is open at this time will have the primary responsibility for providing administrative services to inspections for AHA's Housing Quality Standards program and will share responsibility for providing high quality reception services at AHA's front desk.

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 the completion of twelfth (12th) grade and two (2) years of varied clerical experience involving public contact, telephones, recordkeeping, file maintenance, word processing, data entry, and document production in an office or social service setting.

Strong in-person and phone customer service skills are required, along with the ability to organize own work, set priorities and meet critical time deadlines.

DESIRABLE/PREFERRED QUALIFICATIONS

- Knowledge of and experience with affordable housing programs, including Section 8
- Proficiency in Microsoft Office Suite, Yardi, and Laserfiche
- Language skills in one of AHA's LEP Languages (Spanish, Chinese, Tagalog, Vietnamese) preferred.

- Possession of, or ability to obtain, a valid driver's license by time of appointment 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: Applications must be submitted by May 6, 2019 at 5:00 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. 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.

**The Housing Authority of the City of Alameda is an
Equal Opportunity / ADA Employer**

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.