

## **PROGRAM ASSISTANT**

**Salary Range 14: \$32.33 – 39.30/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 June 30, 2021  
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**

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 Housing Programs Department including performing general customer service, administrative, and document production work. This is a non-exempt position. Work will be performed in the AHA office; no telecommuting is available for this position.

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.

### **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 the twelfth (12<sup>th</sup>) grade and four (4) years of increasingly responsible office administrative or secretarial experience.

### **DESIRABLE/PREFERRED QUALIFICATIONS**

- Additional specialized secretarial, clerical or administrative training is desirable.
- Excellent customer service skills, and an ability to work in a fast-paced, changing environment are essential, as is the ability to organize own work, set priorities, and meet critical time deadlines.

- 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) and Laserfiche is a plus; proficiency in common business software such as Microsoft Office Suite is required.
- Preferred: Knowledge of and experience with affordable housing programs, including Section 8.
- Required: 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.

### **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
- A schedule of 9-8 hour work days each pay period with every other Friday off. Non-exempt employees' pay is reduced when flexing due to the 72 hour pay period (rather than the standard 75 hours).

### **IMPORTANT APPLICATION INFORMATION**

**Final Filing Date: Applications must be submitted by June 30, 2021  
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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](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**