

Housing Authority of the City of Alameda

Management Analyst

Monthly salary range: \$7,668.00 to \$9,320.00

The Housing Authority provides an outstanding benefits package.

Application deadline: Wednesday, April 3, 2019

The City of Alameda, California, is an island community of approximately 78,000 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, a number of 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.

THE ORGANIZATION

The Housing Authority of the City of Alameda (AHA) 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 is seeking an exceptional, team-oriented candidate to work at the Management Analyst level. Candidates will work on a wide range of analytical, management, and technical assignments supporting AHA operations and programs, and 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.

AHA is particularly interested in applications from candidates with a strong track record in human resources and/or public agency operations, and a familiarity with technologies used in the management of those functions. This position requires the ability to communicate and work effectively with a wide variety of internal and external partners, lead project teams, and receive work direction from multiple department staff.

Examples of Duties

The position currently open is in the Executive Administration Department, and will report to the Director of Human Resources and Operations. Project areas may include:

- Refining and implementing the agency safety and workers compensation programs
- Redesigning the agency procurement policy and procedures, and tracking of procurements and awarded contracts
- Working with the HR Director on employee performance and relations issues, and assisting with the development of new employment or operational policies and procedures
- Researching, procuring, and implementing a variety of technical systems, including payroll and broader HRIS/HCM/HRMS systems
- Overseeing content and administration of AHA's website, and recommending priorities and options for future re-designs
- Performing data collection, analysis and summarization on a variety of agency-wide projects

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:

EDUCATION: Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field.

EXPERIENCE: Two (2) years of professional administrative and management support experience in public agency government.

Candidates should possess strong technical skills including proficiency in common business software, preferably including Yardi and Laserfiche; and top notch analytical, research and reporting, problem solving, and project management skills. Strong writing and math skills are essential.

To apply online, please visit our

website: <https://www.governmentjobs.com/careers/cps/hr/jobs/2377227/management-analyst/apply/jobdetails?pagetype=transferJobs>

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Housing Authority of the City of Alameda website: www.alamedahsg.org



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Housing
Authority of the City of Alameda

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.