



## **ASSET MANAGER**

**SALARY RANGE 33: \$7,859 - \$9,554 monthly**

**FINAL FILING DATE: Open Until Filled; Candidates should apply as soon as possible for priority consideration as the position may close 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**

The Housing Authority is seeking a team-oriented candidate to plan, direct and manage the asset management function of the Housing Authority's real estate portfolio including the housing assets owned by affiliates. The Asset Manager conducts financial, physical and regulatory performance review; develops and monitors capital needs assessment programs; and reviews, recommends and implements financing or refinancing schemes at multi-family and tax credit properties, in addition to providing highly responsible and complex professional assistance to the Directors of Property Operations and Housing and Community Development.

AHA is particularly interested in applications from candidates with a strong track record in various aspects of the affordable housing industry including finance, development/rehabilitation, management and related real estate issues with an emphasis on asset management and financial and regulatory analysis.

### **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, and
- Experience: A minimum of three (3) years of relevant experience in various aspects of an affordable housing agency including finance, development/rehabilitation, management and related real estate issues with an emphasis on asset management financial and regulatory analysis.



## **BENEFITS INFORMATION**

The Housing Authority provides an outstanding benefits package, including:

- Membership in CalPERS defined benefit retirement program
- 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
- A schedule of 9-8 hour work days each pay period with every other Friday off

## **IMPORTANT APPLICATION INFORMATION**

To be considered for this position, please submit the following to The Paulsen Group, LLC at [tpgco@aol.com](mailto:tpgco@aol.com):

- A compelling cover letter stating why you are interested in and qualified for the position (two pages maximum)
- Resume
- A minimum of three professional references

Interested candidates may contact Terise Paulsen at (541) 535-2500 with confidential inquiries and questions.

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  
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.