



Housing Authority of the County of Alameda



*invites your interest
for the position of*

Information Technology Manager

The Community

Located in the center of the San Francisco Bay Area, Alameda County is situated across the bay from the San Francisco Peninsula. It shares borders with Contra Costa County to the north and Santa Clara County to the south. With a population of almost 1.7 million residents, it is the second-largest county in the Bay Area and the seventh-largest in the State. Covering 738 square miles, the county includes 14 incorporated cities and six unincorporated areas.

The area, commonly known as the “East Bay,” has experienced rapid growth over the past two decades. It is a popular location due to its ideal climate, diverse population, broad economic base, and range of available housing and business opportunities. Alameda County is considered one of the most diverse regions in the country.



Alameda County offers a vibrant array of activities within its cities, known for their dynamic blend of urban culture and natural beauty. These urban centers provide a wide range of options, including a vibrant arts scene, diverse dining experiences, and a variety of cultural attractions such as museums, galleries, and performing arts venues. The inland Tri-Valley area is known for its wine country, and the county’s miles of picturesque trails and shoreline along the San Francisco Bay offers additional opportunities for recreation, relaxation, and education. The University of California, Berkeley, and California State University, East Bay, are two of the numerous distinguished academic institutions serving Northern California. Urban transportation options such as the Oakland International Airport, the Bay Area Rapid Transit (BART) system, and the San Francisco Bay ferry system are extremely accessible in Alameda County, with the Housing Authority’s office located just three blocks from a BART station.

The Housing Authority

The Housing Authority of the County of Alameda (HACA) is a nationally recognized housing authority that strives to improve the quality of life for low-income families, seniors, and individuals with disabilities. HACA is based in Hayward and serves nine cities, including Albany, Dublin, Emeryville, Fremont, Hayward, Newark, Pleasanton, San Leandro, and Union City. It also serves various unincorporated communities, such as Castro Valley and San Lorenzo.

HACA is an independent governmental organization, not affiliated with the County of Alameda, and is governed by a 12-member Housing Commission. The Commission is made up of one appointee from each city, one representative from the unincorporated area, and two HACA residents. HACA employs 70 FTEs.



HACA’s contract with the U.S. Department of Housing and Urban Development (HUD) allows it to provide over 7,000 Housing Choice Vouchers (HCV), which include more than 400 VASH vouchers, 289 Mainstream vouchers, and 252 Emergency Housing Vouchers (EHV). HACA also has over 700 project-based vouchers. In addition, HACA operates an active Family Self-Sufficiency (FSS) program that serves approximately 200 participants.

To develop and manage affordable housing, HACA created a non-profit group called Preserving Alameda County Housing, Inc. (PACH), which is managed by HACA and has a five-member board of directors made up of HACA’s

Housing Commission members and staff. PACH owns all 230 units of HACA's former public housing units, including 72 Rental Assistance Demonstration (RAD) units and 15 non-HUD units. PACH also owns HACA's former administrative offices, which are currently leased to a social service organization.

HACA has strong partnerships with the Alameda County Housing and Community Development Department (HCD) and the county's Health Care Services Agency (HCSA). It manages approximately 100 Shelter Plus Care units for HCD and another 20 under an HCD-funded program. For HCSA, HACA manages rental subsidies for approximately 115 units under a locally designed and funded program.



The Position and Ideal Candidate

The IT Manager plays a critical role at HACA, working closely with the management team to improve internal operations and increase productivity through the development and enhancement of technology and systems. They report directly to the Executive Director and receive guidance from the Deputy Executive Director in promoting mutual respect and innovative ideas.

Responsibilities for this position include planning, developing, and implementing infrastructure roadmaps, best practices, and methodologies for various technologies such as servers, networks, storage, email, messaging, and security systems. They also oversee the monitoring and management of system tools to ensure a cost-effective, innovative, regulatory-compliant, and shared agency infrastructure.

To excel in this position, the ideal candidate should have a strategic mindset, approach tasks hands-on, be results-oriented and manner, and possess exceptional written and verbal communication skills. They should also be an effective team player, fostering elevated levels of collaboration and engagement, and be adaptable, flexible, and creative problem solvers with strong organizational and administrative skills.

For reference, here is a list of the computer and software systems currently being used at HACA:

- ◆ Windows Server 2008/2012/2016 and Windows 10/11 Pro PC operating systems
- ◆ Microsoft 365 services (Exchange Online, SharePoint, MS Teams, OneDrive, etc...)
- ◆ Microsoft Teams phone system
- ◆ Hyland Onbase document imaging system
- ◆ MRI/Tenmast housing software

Minimum Qualifications

There are different ways to qualify for the necessary knowledge and abilities. One common path is to earn a Bachelor's degree from an accredited college or university in computer science, management information systems, public administration,



business administration, or a related field. It's also helpful to have at least two years of professional experience in computer management or data processing administration, especially in the context of assisted housing administration. If you have a Master's degree in a related field, that can substitute for one year of administrative experience. This position is a full-time on-site role and is not subject to a remote or hybrid work schedule.

Compensation and Benefits

HACA offers a competitive salary and benefits package for its employees. The salary range for this position is \$124,765 - \$185,276 annually, depending on qualifications. HACA offers a generous benefits package that includes:

- ◆ **Retirement:** Participation in the Alameda County Employees' Retirement Association (ACERA), a 1937 Act defined benefit plan, which has reciprocity with other 1937 Act country retirement systems and CalPERS. New members participate in Tier IV with a benefit of 2.5% @ 67, with the employee paying a member share of approximately 9.30%. HACA participates in Social Security.
- ◆ **Medical:** Kaiser or United Healthcare for employees and dependents. HACA will pay 90% of the Kaiser premium for employee/employee plus one/employee plus family coverage. Employees who have medical coverage through another source may choose to opt out of HACA's medical group coverage and receive a stipend.
- ◆ **Dental:** Delta Dental (PPO) or Delta Care (HMO). HACA pays 100% of the premium for employee/employee plus one/employee plus family coverage.
- ◆ **Vision:** Vision Service Plan (VSP). HACA pays 100% of the premium for the employee. Employees cover a portion of the premium for their dependents.
- ◆ **Flexible Spending Accounts (FSA):** Employees can elect an annual amount up to \$3,050 on a pre-tax basis for eligible medical expenses and up to \$5,000 for eligible dependent care expenses.
- ◆ **Holidays:** 14 paid holidays per calendar year. In addition, HACA provides 6 floating holidays annually per fiscal year.
- ◆ **Vacation:** 120 hours of vacation time is accrued annually during the first three years of service. Employees may also sell accrued vacation each fiscal year and purchase vacation if eligibility requirements are met.
- ◆ **Sick Leave:** Accrued at the rate of 104 hours per year.
- ◆ **Kin Care Leave:** Up to 60 hours of accrued sick leave may be used for the care of eligible family members per calendar year.
- ◆ **Life Insurance:** Group term life insurance with premium paid by HACA. Employees are eligible after 6 months of employment.
- ◆ **Management Flexible Benefit:** Up to \$2,300 per calendar year in taxable or non-taxable reimbursements for eligible purchases.
- ◆ **Credit Union:** Membership in a credit union is available based on government employment.
- ◆ **9/80 Work Schedule and Flexible Working Hours:** This position is a full-time on site role subject to the 9/80 work schedule. HACA offices are closed every other Friday. To work 80 hours in each pay period, management employees are scheduled for 8.9 hours per day. Management employees have some ability to flexibly schedule their 8.9 hours.
- ◆ **Deferred Compensation:** Voluntary participation through employee pre-tax contributions into a 457 plan.
- ◆ **Additional Benefits Include:** Employee Assistance Program, State Disability Insurance (SDI), Paid Family Leave (PFL), and Long-Term Disability Insurance.



The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is November 13, 2023.



If you have any questions or wish to further explore this opportunity, please contact Paul Kimura at paulk@averyassoc.net or 408.399.4424 or Kristi Ward at kristiw@averyassoc.net or 408.507.9378.