



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501

Risk Manager

Job Description

The Housing Authority is seeking an exceptional, team-oriented candidate to work as AHA's first Risk Manager. This newly created position will provide risk management procedures, policies and analysis to assist various Housing Authority projects and programs, and will have the opportunity to perform meaningful work for an agency dedicated to providing affordable housing in the most impacted region of the nation.

The Risk Manager will evaluate, manage, and mitigate agency risks across agency functions and departments including legal, finance, information technology, human resources, physical, property and residential real estate, capital improvement and new construction projects; and design systems to identify and address risks posed in or to the Agency, its employees and clients. The Risk Manager will also analyze programmatic practices and procedures; make recommendations for organizational, operational, policy, and procedural improvements; and conduct investigations, analyses, feasibility studies, and evaluations.

More information about the classification can be found [here](#).

About the City

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. That's in part due to the small town feel of this Bay Area island community. It also has a median household income of \$79,312, a large number of educational institutions nearby, more than double the number of restaurants and libraries as the "best places average," excellent air quality, and moderate weather year-round.

Discover excellent shopping and dining or enjoy the bicycle and pedestrian paths that complement the natural open spaces. Alameda's waterfronts, in the heart of the San Francisco Bay, offer beaches, bird refuges, and spectacular views of the San Francisco skyline and the East Bay hills.



MISSION: 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 Ideal Candidate

The ideal candidate is a proven leader who has direct, broad-based experience in risk management and safety. They must be able to work strategically, in partnership with diverse organization-wide stakeholders, to proactively identify potential risks, build consensus and identify innovative ways to improve the health of the organization. The candidate must be willing to work outside of normal working hours, evenings and weekends, when needed.

The ideal candidate will be able to analyze existing policy and process gaps and develop solutions to close them. The new Risk Manager must possess superior communication skills; be able to independently prioritize and complete a broad range of assignments with competing deadlines; and quickly formulate responses to challenging questions in a thoughtful and diplomatic manner. A customer service focus and strong interpersonal skills with the ability to establish and maintain effective relationships with co-workers, management, community members, and representatives of public and regulatory agencies are key requirements for 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 graduation from an accredited four-year college or university with major coursework in business administration, public administration, risk management, or a related field. A Master's degree (or equivalent) is strongly preferred.

AND

- Four years of professional risk management experience including one year of supervisory experience. Enterprise risk management experience, and public, government, or housing related experience is strongly preferred.

Associate Risk Management (ARM) or comparable certification is preferred but not required. Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and ability to meet the driving requirements for coverage under the agency's auto liability policy is required. Proficiency in one of the Housing Authority's LEP languages (Spanish, Vietnamese, Chinese, or Tagalog) is preferred.

Compensation and Benefits:

The monthly salary range for this position is \$10,099 to \$12,276. The AHA offers a comprehensive benefit package, including but not limited to:

- Membership in CalPERS defined benefit retirement program; plus voluntary 457 and Roth IRA plans (no employer contribution). *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 contribution.
- Three weeks of vacation per year to start.
- A schedule of 9-8 hour work days each pay period with every other Friday off.


For more information, please refer to the [Employee Benefits page](#).

Application and Selection Procedure

Application screening will be part of the selection process. Based on application screening, those candidates with the most relevant qualifications will be invited to participate in a written exam, practical exam, and/or structured interview.

Application Deadline: Wednesday, March 18th

To be considered for this rewarding career opportunity, please apply online at <https://www.governmentjobs.com/careers/CPSHRRS/jobs/2721257/risk-manager>. Failure to respond to all questions or the submission of incomplete applications may exclude you from further consideration. For additional information about this position, please contact Debbie Gutman at:

CPS HR  CONSULTING

Phone: (916) 471-3364

E-mail: dgutman@cpsshr.us

Resumes are welcome as attachments; however, they are not accepted in lieu of a complete application.

Accommodation: Persons with disabilities who require special accommodations may contact the Human Resources Department at hr@alamedahsg.org

The Housing Authority of the City of Alameda is an Equal Opportunity / ADA Employer. We do not discriminate on the basis of race, religion, color, sex, gender, age, national origin or disability.