

ADMINISTRATIVE ANALYST I/II

Monthly Salary Range: \$6,816.00 - \$10,122 + benefits

The Housing Authority of the County of Alameda (HACA), located in Hayward, California, is currently recruiting for the classification of Administrative Analyst I/II.

The Administrative Analyst I/II position provides management and administrative assistance by planning, coordinating, directing, and executing programs and special projects as assigned in an organization driven by challenge, change, and teamwork.

Responsibilities in this classification series can be generalist as related to HACA programs and operations which could potentially develop into specialized areas (i.e., housing programs, budget/finance, information technology systems and executive management support). Duties can include but are not limited to: conducting administrative, programmatic & technical studies, analyzing programmatic practices to make recommendations for organizational, operational, policy & procedural improvements, gathering, studying, preparing, & maintaining statistical data to fulfill reporting requirements for contracts with federal, state & local agencies, developing & maintaining administrative records, preparing grants, proposals, agency reports, program administrative plans, newsletters & website content, serving as the agency's liaison to develop & leverage partnerships with community organizations and other public agencies, and other duties as assigned.

Requirements:

Possession of a Bachelor's Degree from an accredited college or university with major course work in public administration, public policy, business administration, economics or a related field; and two (2) years of professional administrative and/management support experience.

Application Process: All applicants **MUST** fill out a HACA employment application **AND** submit responses to the supplemental questionnaire before consideration can be given. To obtain a HACA employment application & the supplemental questionnaire, visit our website at www.haca.net. For assistance, call HACA's HR department at 510-727-8518.

Closing Date: January 31, 2023, at 11:59PM (Pacific) unless extended.



www.haca.net