

HOUSING ANALYST

Job Summary:

Under direction, performs varied and complex professional and administrative work; plans and directs the functions of programs in support of a City Council authorized committee, commission, or board; conducts administrative studies and analysis or operations in order to solve problems of budget, organization, program, procedure, manpower utilization, capital projects, or equipment; acts as staff support to a division manager and authorized committees, commissions, or boards.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Performs administrative duties to assist division manager.
2. Conducts studies, researches and analyzes data related to housing programs; prepares recommendation in written or oral form to city management.
3. Attends and participates in meetings of assigned committees, commissions, or boards; represents the city at public functions.
4. Develops procedures for implementing city housing programs.
5. Serves as liaison with other agencies, the public, and various city departments; obtains information and/or resolves problems related to housing programs.
6. Provides information on various housing programs, such as community development block grant program and neighborhood pride program based on established Federal and State and city guidelines.
7. Assists in departmental budget preparation; prepares and monitors capital improvement project budgets.
8. Prepares procedural manuals or instructions and official correspondence which may include Council agenda items.
9. Writes requests for proposals (RFP) for professional services; administers grants and contract compliance.
10. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Bachelor's degree in a housing related field and two (2) years of full-time, paid professional experience in housing programs. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Federal, State and local housing programs guidelines.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies and objectives.
- Training principles.
- Personal computer software and hardware.
- Office practices and procedures.

- General record keeping practices.
- Research, statistical and analytical methods.
- Cost analysis.
- Effective methods of report presentation.

Skill and Ability to:

- Plan, organize, and direct housing programs.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Compile, analyze evaluate and interpret data.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Make effective oral presentations.
- Operate computers and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work, which is primarily sedentary.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Is subject to inside and outside environmental conditions.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.
- May be required to work at a computer terminal for prolonged periods.
- May be required to work evenings or weekends.