

HOUSING PROGRAMS ANALYSTDEFINITION

Under general supervision, analyzes and evaluates federal and state housing programs for the purpose of developing plans and procedures to implement new and existing programs for the City.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Conducts surveys and research; performs financial feasibility analyses. Collects, analyzes and evaluates data to assess local housing needs. Researches, analyzes and implements federal, state and local legislation and regulations. Prepares detailed, comprehensive reports including demographic reports, long-range plans and reports on condition of housing stock. Identifies and seeks housing related funding through grants from federal, state, local and private sources. Develops measurable program objectives to ensure effective operation of housing programs. Coordinates implementation of housing programs/projects and monitors progress. Prepares periodic and special project status reports. Assists the Housing Programs Coordinator with budget preparation and control, personnel actions, major purchasing requests, records control and other administrative services. Makes presentations to boards and commissions and community groups. Assists with resolution of citizen or employee issues and requests for information. Reviews and answers correspondence. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This class provides specialized staff assistance in analyzing, evaluating and developing programs for the expansion, improvement and preservation of housing stock in the City rather than day-to-day implementation of the programs.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are analytical, detail-oriented and multi-tasked individuals who exercise resourcefulness in meeting and resolving problems. They work well independently, take charge and follow through on studies and projects and deal effectively with competing priorities, often within strict timelines. These well-organized team players are dedicated to Total Quality Service and have strong interpersonal skills. They possess excellent judgment and display tact and understanding when dealing with internal customers, and with residents from culturally diverse backgrounds.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of experience implementing various housing programs. Education equivalent to graduation from an accredited four year college or university with a degree in business or public administration, political science, urban planning or a related field may be used in conjunction with experience to meet the necessary qualifications, or any equivalent combination of experience or training which provides the following knowledge, skills and abilities:

Desirable Knowledge, Skills And Abilities

Knowledge of: municipal housing programs (state and federally funded); principles and practices of public administration; urban planning principles; public/private funding sources and grant application techniques; research methods; budgeting process and controls; personnel procedures; principles and techniques of Total Quality Service, conflict resolution and time management.

Some knowledge of: computer applications in housing programs and local government.

Ability to: assemble, organize, analyze, interpret and draw sound conclusions from factual information; develop and present research findings and ideas concisely and effectively both orally and in writing; perform financial feasibility analyses; develop program objectives and coordinate and monitor project progress; prepare budgets; write comprehensive reports; maintain records and information control; promote and implement principles of Total Quality Service; establish and maintain effective working relationships with city employees, other agencies and residents; use tact and diplomacy when solving problems in the workplace and when dealing with sensitive issues in a culturally diverse community.

Special Requirement

Must possess and retain a valid California Class C Driver's License as a condition of employment.

Special Working Conditions

Willingness and ability to work irregular hours, including evenings and weekends as needed.

Class title change from Housing Programs Planner per Council Resolution No. 87-59,
effective 7-1-87

ADA Approved: 09/05

Revised: 09/05

Reviewed: 03/07