

Housing Analyst

Overview

The Housing Analyst helps to plan, develop, and implement housing projects, policies and programs that contribute to the Housing Master Plan targets and strategies. Examples of tasks include assisting with stakeholder engagement and communication; conducting data analysis and reporting; and participating in small area planning. Work is performed with considerable independence, initiative and judgment within established policies, procedures, and practices; involves both self-guided and teamwork; and requires strong oral and written communication skills.

The Opportunity

- Works on a range of multi-faceted housing policy initiatives and development projects.
- Manages and administers the City's housing testing programs, such as preparing testing and program budgets, designing scenarios, and testing materials, recruiting, training, and debriefing testers, and presenting preliminary reports to Human Rights Commission and City Council.
- Participates in the preparation and presentation of staff reports, housing contribution analyses, recommendations and other necessary documents to the City Manager, City Council, boards, groups, and/or committees.
- Ensures communication and relocation assistance citywide to impacted residents.
- Counsels, trains, and advises landlords and housing industry professionals in best practices to ensure that policies and procedures are maintained, implemented, and updated in compliance with Fair Housing laws.
- Works on building partnerships with community associations, private, non-profit, and other local and regional government agencies to accomplish key goals of the City and Office of Housing.
- Maintains effective relationships with all segments of the housing community, including, tenants, property owners/managers, developers, the Alexandria Redevelopment and Housing Authority (ARHA) and non-profit housing developers, neighborhood and civic associations, and other stakeholders; and
- Performs related communications, analytical, and administrative work as required.

Minimum Requirements

Four Year College Degree and three years of experience in affordable housing, urban studies/planning, public or business administration, community development, or a related field to include coordinating and monitoring housing development projects and writing reports; or any equivalent combination of experience and training that provide the required knowledge, skills, and abilities.

About the Department

The [Office of Housing](#) coordinates and administers City housing and housing-related programs and services and makes recommendations to the City Manager and City Council on housing

policy and potential affordable housing investments. For a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).