

# Management Analyst IV - Project-Based Assistance Coordinator

**Salary** - \$88,953.90 - \$148,257.62 Annually

**Location** - FAIRFAX (FH22), VA

**Job Type** - FT Salary W BN

**Department** - Housing & Community Dev

**Job Number** - 22-03020

**Closing** - 11/25/2022 11:59 PM Eastern

**Pay Grade** - S32

**Posting Type** - Open to General Public

**To apply:**

<https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3782879/management-analyst-iv-project-based-assistance-coordinator?keywords=management&pagetype=jobOpportunitiesJobs>

## Job Announcement

The Fairfax County Department of Housing and Community Development (HCD) and the Fairfax County Redevelopment and Housing Authority (FCRHA) are seeking an energetic, resourceful, creative, and innovative individual to assist Fairfax County achieve its strategic goal to produce no less than 10,000 new units of affordable housing by 2034. The FCRHA is large Moving to Work (MTW) public housing authority with nearly 2,000 Project Based Vouchers (PBV) including RAD Component 1 and 2.

Oversees and develops key aspects of the FCRHAs PBV and State Rental Assistance Project Based (PB SRAP) programs. Responsible for working with developers, property owners and other HCD staff to identify opportunities for PBV/SRAPs and takes actions to award and execute necessary contracts. Acts as subject matter expert and policy advisor to senior and program leadership to ensure PBV and SRAP program policies promote achievement of the FCRHAs strategic goals and the One Fairfax racial and social equity policy. Works closely with staff throughout HCD to monitor compliance with PBV and SRAP statutes and regulations from initial award through contract execution and extension. The position works under the supervision and direction of the Deputy Director of Operations.

**Note: The assigned functional areas of the position are: housing and community development, communications, strategic planning and affordable housing.**

The Department of Housing and Community Development is committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and

communicating with transparency in the decision-making processes. Click [here](#) to learn more about the One Fairfax policy.

### **Illustrative Duties**

*(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Establishes and implements program policies, develop and manages the budget for designated programs;  
Ensures County programs reach the intended populations and targeted benefactors;  
Directs research and evaluation of trends in applicable areas of responsibility;  
Develops long- and short-term goals, objectives and solutions for division;  
Interfaces with central County staff departments (such as DMB, DHR, Finance, Purchasing and Supply Management) for seamless collaboration;  
Provides consultation on strategic planning, organizational development and redesign projects;  
Prepares for and presents to County Board of Supervisors (or Committee) regarding areas of expertise and responsibility.

### **Required Knowledge Skills and Abilities**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list).*

*Extensive knowledge of the mission, goals, objectives, funding sources, organizational structure, workload, and staffing of the organizational unit or program to which incumbent is assigned;*

*Extensive knowledge of the principles, practices, and techniques relating to the functional area of business operation;*

*Extensive knowledge of statutory and regulatory requirements governing application of program funding, execution of program activities, and achievement of program outcomes;*

*Knowledge of the legislative and executive decision making processes;*

*Ability to identify organizational problems, evaluate possible solutions, and select and implement the most advantageous course of action;*

*Ability to identify and determine appropriate methods for gathering data;*

*Ability to make oral presentations to department management, other departments, or the public;*

*Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration.*

### **Employment Standards**

#### **MINIMUM QUALIFICATIONS:**

[Any combination of education, experience, and training equivalent to the following:](#)

*(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")*

Graduation from an accredited four-year college or university with a bachelor's degree in fields related to the assigned functional areas; plus five years of professional work experience within more than one of the assigned functional areas.

**CERTIFICATES AND LICENSES REQUIRED:**

Driver's license.

**NECESSARY SPECIAL REQUIREMENTS:**

The appointee to the position must satisfactorily complete a criminal background check, a credit report check, and a driving record as a condition of hire or continued employment.

All newly hired employees are required to be fully vaccinated against COVID-19 (two weeks after the last required dose) as a condition of employment or obtain approval of a medical or religious exemption **prior to their start date**. Proof of an exemption or vaccination status will be required during the pre-employment onboarding process. New employees who obtain an exemption from the vaccine mandate for medical or sincerely held religious beliefs may be subject to a weekly testing requirement. Vaccinated employees and employees with a medical or religious exemption will complete the attestation online on their first day of employment or shortly thereafter.

**PREFERRED QUALIFICATIONS:**

- Degree in public administration, government, business administration or other related field.
- Experience in federally assisted housing, such as HCV, PBV, Public Housing, PBRA or other federal assistance.
- Knowledge of affordable housing policies, programs, and industry best practices.
- Demonstrated experience establishing and maintaining effective working relationships with internal and external stakeholders to achieve identified outcomes.
- Demonstrated ability to research, review, interpret, analyze, and communicate regarding complex federal, state and local statutes, regulations and guidance.
- Demonstrated ability to develop, implement and monitor compliance and quality assurance processes.
- Excellent verbal and written communications skills.

**PHYSICAL REQUIREMENTS:**

Job is generally sedentary in nature, however, job entails walking, standing, sitting, climbing stairs, reaching and bending; Incumbent must be able to operate keyboard driven equipment and computer. Ability to communicate with others verbally and in writing.

Employee may be required to lift up to 15 lbs. (all duties). Ability to drive to various sites and conduct unit and property inspections. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview and may include a practical exercise.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.