

# Program Analyst (Management Analyst III)

**Salary** - \$76,117.81 - \$126,862.32 Annually

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

**Job Type** - FT Salary W BN

**Job Number** - 23-03565

**Department** - Housing & Community Dev

**Opening Date** - 12/16/2023

**Closing Date** - 1/5/2024 11:59 PM Eastern

**Pay Grade** - S27

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4309875/program-analyst-management-analyst-iii?keywords=Programmer%20Analyst%20&pagetype=jobOpportunitiesJobs>

## Job Announcement

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to provide safe, affordable homes for the residents of Fairfax County; and assists the disabled and senior members of our community. Through our efforts nearly 20,000 people live in stable environments, including teachers, first responders and nurses who serve our county every day. Through our outreach, non-profit partners are able to join in this effort and provide necessary care for people with special needs. And with our assistance many people are able to purchase their first home.

Join our team to create safe, stable, inclusive, quality affordable homes in our community. Make a difference - come and work for us!

This position oversees domestic violence and homeless service programs, including one or more of the following: domestic violence shelters, domestic violence hotline, domestic violence prevention, and homelessness prevention and rapid rehousing programs. Program monitoring assignments and responsibilities may change to correspond with changes in the Continuum of Care. Coordinates meetings and workgroups with contractors and other county departments to establish uniform policies and practices. Provides consultation and guidance to contractors to support service delivery. Provides strategic planning and analyses of program performance data, develops tracking methodology, and prepares reports as needed.

This position also represents the Office to Prevent and End Homelessness (OPEH) on various workgroups that are convened to improve services for households fleeing or attempting to flee domestic violence or human trafficking, at risk of experiencing homelessness, or receiving rapid rehousing services. Collaborates with other divisions and departments to coordinate efforts to maintain and upgrade shelter facilities. Coordinates with leasing and facilities team when facility concerns impact program continuity to ensure no interruption in program services. Prepares annual

reports, grant applications, renewals, and presentations as needed. Reviews and approves monthly invoices, coordinates contract meetings, and yearly reviews of budget requests.

**Note:** The functional areas of this position are domestic violence or human trafficking, social justice, trauma informed care, homelessness services/prevention, human services, social work and project management.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness. Watch these videos to learn more:

- Click [here](#) to watch a video on Working for Fairfax County Government
- Click [here](#) to watch a video on benefits offered by Fairfax County Government

For more information on the Fairfax County Department of Housing and Community Development, click [here](#).

You also can view [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2022 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

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.

## **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 field related to the assigned functional area; Plus four years of professional work experience with in the functional area.

### **CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer.

### **PREFERRED QUALIFICATIONS:**

- Experience utilizing best practices for serving victims and survivors of domestic violence and human trafficking.
- Experience working in a homeless services continuum of care, such as prevention and rapid rehousing.
- Knowledge of the principles, process, and components of Housing First.
- Knowledge of best practices utilized in homeless services.
- Experience presenting reports to department management, contracted partners, or the public.
- Experience using word processing and presentation software to prepare documents, using spreadsheet and statistical analysis software packages to store, manipulate, analyze, and present data.
- Knowledge of, and experience with, a collaborative and inclusive leadership-style of management.
- Ability to use one's lived personal experience of housing instability to help assess system barriers.
- Ability to use one's lived experience to further healthy, positive interactions with consumers and contracted providers.
- Experience building rapport and maintaining effective relationships and boundaries with individuals receiving services, contracted providers, and other partners.
- Ability to communicate effectively in verbal, written and graphic forms.
- Ability to work independently and exercise initiative.
- Ability to lead and coordinate project management.

#### **PHYSICAL REQUIREMENTS:**

Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodation. Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. All duties performed with or without reasonable accommodations.

#### **SELECTION PROCEDURE:**

Panel interview and may include 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. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.