

Management Analyst I - Home Repair for the Elderly

Salary - \$58,529.74 - \$97,548.88 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Hourly W BN

Job Number - 24-01834

Department - Housing & Community Dev

Opening Date - 08/03/2024

Closing Date - 8/23/2024 11:59 PM Eastern

Pay Grade - S21

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4597928/management-analyst-i-home-repair-for-the-elderly?keywords=elderly&pagetype=jobOpportunitiesJobs>

Job Announcement - Make a difference – join our team to empower communities and build futures!

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Help make our vision of a community everyone can afford to call home a reality!

This position provides administrative and customer relations service to the clients in our Home Repair for the Elderly Program (HREP). This program is a Fairfax County program that assists low- and moderate-income Fairfax County homeowners with minor home repairs which the homeowner cannot perform without assistance due to physical requirements of the job and/or costs. The person in this position qualifies applicants for the HREP program, scheduling environmental reviews for the work and communicating to clients of acceptance, scheduling, status and completion in the program. Works with the HREP maintenance team to ensure weekly work is scheduled. Also maintains and tracks the client database from initial application through the five-year eligibility process.

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 2023 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.

Note: The assigned functional areas of the position are housing, administration, construction management, client services, and program evaluation.

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 the field related to the assigned functional area.

BRIDGE CLASS EMPLOYMENT STANDARDS

Four years of increasingly complex technical experience in the assigned functional area, comparable to experience at the Admin Assistant IV, or higher, level. This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years of increasingly complex technical experience in the assigned functional area, comparable to experience at the Admin Assistant IV, or higher, level. The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However, persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

PREFERRED QUALIFICATIONS:

- Two or more years of experience working in housing programs, especially those geared toward elderly or low-income populations
- Experience in coordinating and scheduling home repair or construction projects
- Experience in client services, where teamwork, communication, and organizational skills were essential
- Excellent computer skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software
- Strong customer service orientation, with the ability to handle sensitive situations with empathy and professionalism
- Cultural sensitivity and the ability to work with diverse populations.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to the position must satisfactorily complete a criminal background check.

PHYSICAL REQUIREMENTS:

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. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview, may include practical exercise.

The population of Fairfax County is very diverse where 38.7% 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 EEO/AA/TTY.