



CITY OF ALEXANDRIA
HUMAN RESOURCES DEPARTMENT
301 King Street, Suite 2500, Alexandria, VA 22314
Telephone: (703) 746-3777 Facsimile: (703) 838-3850
Telecommunications Device for the Deaf: (703) 838-5035

24 Hour JOBLINE: (703) 746-4422
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Housing Analyst

Office of Housing

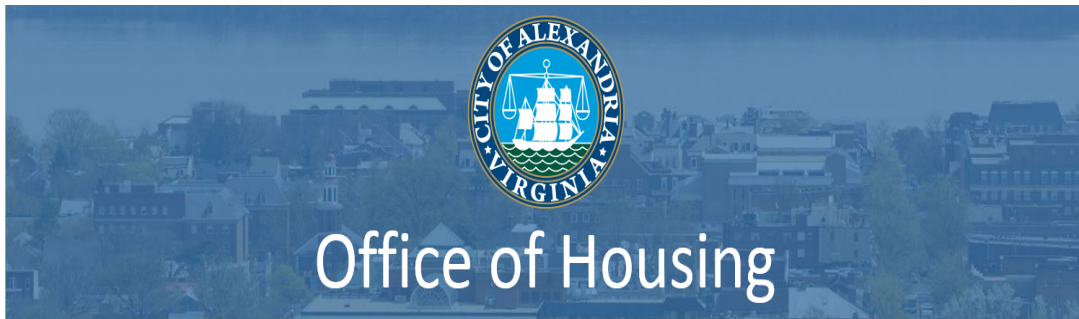
JOB NUMBER: 2022-00090

SALARY: \$56,835.22 - \$74,420.84 Annually

OPENING DATE: 09/10/21

CLOSING DATE: 09/26/21 11:59 PM

THE POSITION:



Housing Analyst

Overview

The Housing Analyst helps to plan, develop, and implement housing policies and programs that contribute to the Housing Master Plan targets and strategies under general direction from the Housing Program Manager. The Housing Analyst participates in monitoring, planning, evaluating, and/or implementing housing and community development programs; reviews development applications; assists with public engagement and communication; conducts data analysis and reporting; participates in small area planning; and completes other duties as assigned. The work involves responding to a variety of housing issues and project tasks which may include preparing and submitting major federal applications and monitoring program activities of agencies, departments, and nonprofits that receive housing and community development federal, state, and/or local funding. Work is performed with considerable independence, initiative and judgment within established policies, procedures and practices. The Housing Analyst will help coordinate stakeholder groups and special working groups focused on housing-related topics and will represent the Office of Housing and its policies on internal City work groups, planning initiatives and special projects, as needed.

The Opportunity

- Works on a range of multi-faceted housing policy initiatives and developments;
- Prepares state and federal funding applications and works on other federal and local government requirements to receive funding for the City's housing and community development programs which involves preparing a variety of technical, statistical, and performance reports to the federal government on programs, activities and accomplishments, including environmental reviews and assessment reports;
- Under the direction of the Housing Program Manager, represents Office of Housing on and/staff's internal panels, committees, and task forces on housing, and proposes planning and housing policies and amendments in response to a variety of housing policy and land-use issues;
- Assists in the monitoring of program activities of agencies, departments, and nonprofits that receive housing and community development federal, state and/or local funding;

- Participates in the preparation and presentation of staff reports, housing contribution analyses, recommendations and other necessary documents or correspondence to the City Manager, City Council, boards, groups, and/or committees;
- Under the direction of the Housing Program Manager, works on building partnerships with community associations, private, nonprofit, 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, ARHA and nonprofit housing developers, neighborhood and civic associations, and other stakeholders in community projects;
- Performs related work as required.

The Ideal Candidate

To qualify for this position, all candidates must possess a bachelor's degree and one year of experience in affordable housing policy and/or development, urban studies/planning, public or business administration, community development, or a related field; or any equivalent combination of experience and training that provide the required knowledge, skills and abilities.

To be considered an ideal candidate, a candidate must also possess a Master's Degree; one or more years of experience in affordable housing development, and assisted housing programs and policies; knowledge of local planning, zoning and development; three (3) years of experience and demonstrated ability in communicating orally and in writing with elected officials, the public, and regulatory agencies; ability to relate to and work with low-income and limited English proficiency communities a plus, as well as fluency in other languages, including Spanish; computer skills related to mapping and graphic programs.

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. If you are curious for a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

MINIMUM & ADDITIONAL REQUIREMENTS:

PREFERRED QUALIFICATIONS:

NOTES:

SG

An Equal Opportunity Employer

Housing Analyst Supplemental Questionnaire

- * 1. Do you possess a bachelor's degree and one year of experience in affordable housing policy or development, urban studies/planning, public or business administration, community development, or a related field; or any equivalent combination of experience and training that provide the required knowledge, skills and abilities?
 Yes No
- * 2. Do you possess experience preparing and writing reports and/or publications on housing, community development, and/or planning topics?
 Yes No
- * 3. If you answered yes to the above question, please explain your experience. If you answered no, please type NA.

- * 4. Do you possess experience conducting data analyses and reporting on housing, community development, and/or planning related topics?
 Yes No

- * 5. If you answered yes to the above question, please explain your experience, including what computer programs you have used. If you answered no, please type NA

- * 6. Do you possess experience researching, developing and/or implementing affordable housing policies and/or programs?
 Yes No

- * 7. If you answered yes to the above question, please explain your experience. If you answered no, please type NA.

- * 8. Do you possess experience communicating and presenting to the public and/or elected officials on housing, community development, and/or planning related topics?
 Yes No

- * 9. If you answered yes to the above question, please explain your experience, including what communication tools you have used. If you answered no, please type NA.

- * 10. Do you possess computer skills related to mapping and graphic programs, such as GIS and InDesign?
 Yes No

- * 11. If you answered yes to the above question, please explain your experience. If you answered no, please type NA.

* Required Question

How to Apply: Go to our career page at <https://www.governmentjobs.com/careers/alexandria> and click on the search icon to locate this position. Follow the instructions to complete your on-line application profile to be considered.