

**PROGRAM ANALYST I**

**DEFINITION**

To perform independent technical and analytical duties related to redevelopment, community development and housing programs and activities; and to perform related duties and responsibilities as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Community Development and Housing.

Exercises technical monitoring over clerical personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Assists with the planning, coordination, evaluation and implementation of various community development and housing programs and activities, including but not limited to housing rehabilitation, the first-time home buyer program and the small-business loan program.

Researches and analyzes technical and statistical data to evaluate programs, problems and alternatives, and makes appropriate recommendations to supervisor.

Prepares grant applications for program funding; prepares quarterly and annual grant reports.

Screens applicants for Housing Rehabilitation, First Time Home Buyer, and Economic Development loan programs eligibility; compiles a variety of financial and legal data from applicants' employers, financial and real estate institutions, social service agencies, public records and other sources as necessary to determine or verify eligibility.

Compiles all pertinent loan processing documentation, and prepares analytical reports for the Loan Advisory Committee's consideration.

Coordinates the activities of technical and professional consultants and contractors; schedules, coordinates and manages the bidding process; assists with contract negotiations; monitors activities and projects for progress and coordinates payments for performance.

Coordinates business loan program procedures with financial institutions, business owners and other agencies; assists in formulating loan analyses and recommendations; monitors loan servicing.

Reviews, interprets and implements program and legal guidelines and regulations as

required to ensure compliance.

Establishes and maintains case files.

Performs and/or coordinates property inspections; coordinates monitoring visits by government agencies.

Prepares various legal, loan and construction documents as required.

Promotes department services and opportunities to the public.

Receives and responds to inquiries, requests for assistance and complaints from the public.

Provides training and lead direction to department clerical staff as assigned.

Attends various meetings as a department representative.

Keeps abreast of new trends, legislation and developments in community development and housing.

Represents the department in various City, civic and community meetings as required.

Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, entering computer data and preparing spreadsheets and computer-generated reports, maintaining files, completing and processing forms, copying and filing documents, sending and receiving faxes, preparing mass mailings, answering the telephone, etc.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Pertinent federal, state and local laws, codes, ordinances and regulations.

Social, economic and financial principles and practices associated with public housing programs.

Housing, economic development and/or other issues related to Community Development Block Grants, Home Investment Partnerships and Redevelopment Agency Housing Set-Aside Program activities.

Real estate, appraisal and escrow processes.

Methods of contract preparation and administration.

Statistical and research methods as applied to the collection and tabulation of data and

information affecting assigned areas of responsibility.

Principles of leadership and supervision.

Modern office practices and technology, including the use of computers for word and data processing and spreadsheet preparation.

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Learn, understand, interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and procedures.

Perform inspections.

Coordinate multiple tasks simultaneously.

Exercise sound, independent judgment.

Compile and analyze a variety of materials; analyze and interpret statistical data.

Read, interpret, evaluate and prepare administrative, financial, statistical and technical reports pertaining to development / housing programs and projects.

Provide effective leadership and direction to assigned staff.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience:**

Three years of experience in housing and/or economic development, grant management or public program services.

**Education:**

Completion of two years of college equivalent to an Associate's degree in business or public administration or a closely related field. A Bachelor's degree in business or public administration or a closely related field is desirable.

**Substitution:**

Specialized training in real estate or commercial banking experience may be substituted for the two years of college on a year-for-year basis.

**Additional Requirements:**

Possession of a valid California driver's license.

**TYPICAL WORKING CONDITIONS**

Work is typically performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**