

MANAGEMENT ANALYST III

DEFINITION

Assist the Director of Business Assistance and Housing Development with planning, coordinating, directing and evaluating services, programs and activities of the Department; provide assistance in the administration, monitoring and implementing of programs, projects and activities funded with federal, state and local dollars; provide assistance in designing new programs and seeking necessary funding for programs beneficial to the citizens of Oroville; provide assistance in the coordination of department programs with other departments and agencies; and provide assistance in the performance of related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Business Assistance and Housing Development.

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

Assist with the development, implementation and evaluation of goals and objectives, policies and procedures, program guidelines, and short- and long-range plans for the department.

Assist in the evaluation of the efficiency and effectiveness of service delivery methods and procedures; identify and make recommendations for improvement; then assist with implementation of changes.

Assist with the preparation of the department's annual budget and individual program budgets; establish and maintain accurate and complete financial records.

Assign and monitor tasks, supervise and evaluate the performance of profession, technical and supervisory personnel; provides or coordinates staff training; ensure staff compliance with all applicable policies, procedures, laws, regulations and standards; implement discipline procedures.

Assist with the coordination of department activities with other divisions, departments and agencies as appropriate.

Provide advice and assistance to the Department Director in matters pertaining to the Business Assistance and Housing Development.

Assist with the assessment of community needs and problems; design, develop and seek funding for various projects, programs, and activities beneficial to the citizens of Oroville.

Conduct public hearings and meetings as required by federal, state and local regulations.

Prepare and/or direct staff in the preparation of legal documents necessary for implementation and completion of projects and programs.

CITY OF OROVILLE

Develop criteria for and direct the preparation of requests for proposals for professional services as necessary to implement work plans and activities; review proposals and make recommendations for approval; administer and/or direct staff in administering professional services contracts to ensure that all contract requirements, schedules, services, payments and reports are processed and completed in compliance with contract terms and conditions.

Prepare or direct staff in the preparation of various reports and supporting documents; research pertinent issues and gather relevant data; present reports to City Council and RDA Commission meetings.

Assist with issues and conflict encountered between staff, contractors, property owners and other involved parties as necessary.

Assist with inquiries, requests for assistance, concerns and complaints from the public regarding department programs, policies and issues; interprets and explains government housing rules, regulations and standards to staff and the public.

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

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

Perform general administrative work as required, including but not limited to attending and conducting meetings, reviewing and preparing correspondence, entering computer data and preparing reports, copying and filing documents, sending and receiving faxes, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Social, economic and financial principles and practices associated with *community, economic, and housing projects, programs and activities.*

Community Development Block Grant, Home Investment Partnerships Grant, and Redevelopment Agency Housing Set-Aside programs and related activities such as Housing Rehabilitation, Home Ownership, Small Business Loan, Community Facility, and Public Service programs and projects.

Contract administration.

Construction management practices and procedures.

Statistical and research methods as applied to the collection and tabulation of data and information affecting *community* development and housing operations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of supervision, training and performance evaluation.

Budget preparation and administration practices.

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

Methods of letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public *and* community relations techniques.

Ability to:

Interpret, analyze, apply and enforce pertinent federal, state and local laws, rules and regulations.

Effectively administer *Redevelopment Agency Housing Set-Aside and various grant programs, projects, and activities.*

Develop, implement and interpret goals and procedures for providing effective and efficient community development and housing services.

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.

Read, interpret, evaluate and prepare administrative, financial, statistical and technical reports pertaining to *Redevelopment Agency Set-Aside and Grant programs, projects, and activities.*

Perform accurate field inspections and ensure that completed *programs, projects, and activities* comply with established plans, specifications, contracts and regulations.

Select, supervise, train and evaluate staff.

Prepare and administer budgets.

Perform mathematical computations with accuracy.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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

Experience:

Five years of increasingly responsible housing, community or economic development, grant and *Redevelopment Agency Housing Set-Aside* management or closely related experience, at least two of which must have been in an administrative or supervisory capacity.

Education:

A Bachelor's degree in business or public administration or a closely related field may be substituted for up to two years of the non-administrative or supervisory experience.

OR

Any combination of education and experience, is qualifying, if it would provide the required knowledge and abilities for the position.

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.