

NEW CASTLE COUNTY GOVERNMENT

Number 1449

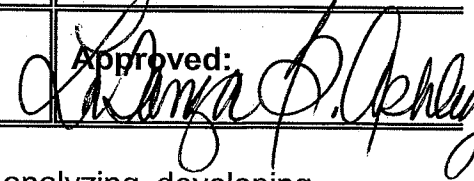
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CLASS SPECIFICATION

Date 10/28/08

Title: HOUSING MANAGEMENT ANALYST

Approved:



GENERAL STATEMENT OF DUTIES: Assumes responsibility for analyzing, developing, planning, and performing and/or participating in various assignments relative to initiating, monitoring, and improving Community Development Federal Housing Programs.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class reviews and interprets applicable federal, state and local regulations and determines impact on housing programs. Conducts analyses to identify issues and consults with general manager and administrator in order to develop responsive action plans. Drafts comments to HUD on proposed rules. Revises and updates policies and other documents consistent with applicable standards. Identifies and reports areas of non-compliance to initiate corrective action. Provides technical assistance to general manager, administrator and other staff on policies and related issues. This employee works under the general supervision of a higher level administrator.

EXAMPLES OF WORK: (Illustrative only)

- Develops and prepares annual performance report to U. S. Department of Housing and Urban Development for housing and community development programs;
- Coordinates the preparation of the five-year consolidated plan for housing and community development programs with staff and community organizations;
- Prepares activity or needs assessment reports;
- Reviews, analyzes, gathers, compiles and evaluates statistical data related to New Castle County and federal guidelines in relationship to housing needs;
- Assists in the preparation of new housing initiatives;
- Develops and maintains effective community relations;
- Develops, maintains and coordinates working relationships with other governmental and service agencies;
- Analyzes content of report on prioritizing expenditures of federal funds;
- Drafts reports on research and data analysis;
- Plans, researches and analyzes statistical information relevant to affordable housing legislation;
- Confers with the public and other organizations on matters concerning housing and community needs;
- Revises or updates policies, documents, forms, handbooks and procedures consistent with applicable standards;
- Participates in various monitoring processes relative to community development and housing programs;

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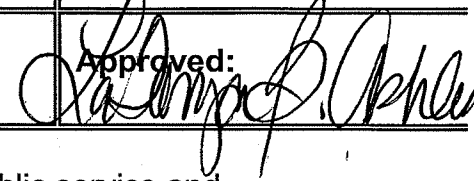
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Date 10/28/08

CLASS SPECIFICATION

Title: HOUSING MANAGEMENT ANALYST

Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of Federal housing principles, programs, practices, criteria and terminology. Good knowledge of general business, public administration and office management practices and principles, especially those relating to federally regulated programs. Some knowledge of systems and procedures analysis techniques. Ability to interpret and apply federal, state and local laws, rules and regulations. Ability to analyze related programs, operations and regulations and develop operating procedures. Ability to independently evaluate the effectiveness of complex and multi-faceted grant programs. Ability to compile and evaluate data, prepare reports and interpret and utilize related technical data and materials. Ability to effectively communicate both verbally and in writing.

MINIMUM QUALIFICATIONS: Three (3) years of professional experience in the development, administration and implementation of comparable federally funded housing programs, including experience in the development and administration of community-based grant funded programming and possession of a Bachelor's Degree from an accredited college or university majoring in business, public administration or closely related field; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 10/28/08