COMMUNITY DEVELOPMENT ANALYST

DEFINITION

Under direction, to assist in administering the housing and community development programs for the City; to conduct a variety of studies involving departmental programs; to research, analyze, and prepare recommendations; to perform related work as required.

EXAMPLES OF DUTIES

Collects, analyzes, and presents data in written and oral form for use in compiling reports or proposals submitted to the Planning Commission, City Council, Community Redevelopment Agency, State, and Federal governments; develops project descriptions and budgets, reviewing on an ongoing basis and preparing necessary updates; coordinates the implementation of the projects with other departments/divisions; maintains accounting records; processes requisitions and invoices in a timely and efficient manner; administers, coordinates, and reports activities of the special programs such as the Housing Mediation Program, Housing Rehabilitation Program, or others; reviews applications for the program, ensuring all eligibility requirements for the program have been met; works with various staff, boards, and committees in program administration; plans, organizes, and implements marketing strategies for the program; explains and composes program correspondence relating to program requirements, and changes in program requirements to applicants, general public, boards, and committees; manages the funds which are allocated to the program; completes correspondence and reports as required to document use of the allocated funds.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

COMMUNITY DEVELOPMENT ANALYST

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of housing and community development grant administration.
- Budgeting techniques as applied to fiscal recordkeeping.
- Research methods and procedures.

and

Ability to:

- Assist in administering the housing and community development programs.
- Establish and maintain fiscal records.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to community development.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represents the community development functions of the Department with individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in urban planning, public administration, sociology, or a closely related field.

Work Background: Six months of responsible experience in housing and/or community development related program administration.

August 1992 July 2000 (Res. # 00-84)