

CLASSIFICATION ADDENDUM

Job Title: Housing Programs Analyst

Classification Specification: Management Analyst

Barg Unit: OPE

Pay Grade: C43

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Housing Programs Analyst performs activities in support of the City's Community Development Block Grant (CDBG) and HOME grants programs, and other related programs and activities. Conducts technical studies; coordinates planning, design, and construction activities for projects; serves as liaison for the City and citizen's participation groups, or other agencies and parties interested in local community development and housing issues; responds to concerns and requests; coordinates projects involving neighborhood improvements, social services, public facilities, and housing; monitors budgetary and program compliance with Federal grant and local requirements; determines program eligibility; conducts property inspections; creates documents and contracts; provides lead to assigned staff as required. Performs related duties as required.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of public or business administration, urban planning, economics, or a related field plus sufficient related work experience in housing and community development programs.

Licensing Requirements:

- A valid Oregon Driver's license at time of appointment.

Knowledge:

- Federal Community Development and Housing grant requirements and other applicable laws and regulations;
- Policies and procedures associated with community development projects and housing rehabilitation programs;
- Grant writing and administration techniques;
- Pertinent governmental budgeting practices;

Skills: *(Demonstrated skill in performing the following)*

- Monitoring budgets and grant activities;
- Preparing financial data.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required to development sites. The incumbent must have the mobility and ability to perform job duties at various development sites on a regular basis.

Addendum History

Created: 2012.01