



Stanislaus Regional Housing Authority

ALPINE | AMADOR | CALAVERAS | INYO | MARIPOSA
MONO | STANISLAUS | TUOLUMNE COUNTIES

Job Announcement for the Position of

Administrative Analyst (Internal Promotional Opportunity) \$62,004-\$79,284 annually

THE AGENCY

Stanislaus Regional Housing Authority (Housing Authority), a public agency, corporate and politic, is committed to addressing the unmet housing needs of residents and communities in our county. The Housing Authority manages approximately 2371 units throughout the counties it serves under a variety of affordable housing programs including Public Housing, year-round farm labor housing, migrant housing and other affordable housing units.

The Housing Authority also administers the Housing Choice Voucher program in the following counties: Alpine, Amador, Calaveras, Inyo, Mariposa, Mono, Tuolumne and Stanislaus. The Authority is governed by a citizen's commission appointed by the Stanislaus County Board of Supervisors.

MISSION

The Housing Authority is committed to providing a high quality of service in carrying out its mission by:

- Being sensitive to our client's needs and treating them with dignity and respect.
- Utilizing the talents and skills of our staff.
- Fostering partnerships.
- Utilizing resources in the most efficient and effective manner.

HOUSING

- Provide decent, safe and affordable rental housing and home ownership opportunities.

ECONOMIC DEVELOPMENT

- Provide and promote service opportunities that encourage and support individuals and families toward achieving greater independence and self-sufficiency.

COMMUNITY DEVELOPMENT

- Provide opportunities for conserving and upgrading affordable housing stock, improving infrastructure, and stabilizing and creating desirable neighborhoods.

THE POSITION

The Administrative Analyst provides analytical and administrative assistance to various Housing Authority department heads. Duties may include, but not limited to, planning, coordinating and directing administrative studies, providing support for programs and special projects, conducting analyses of Authority programs, policies and procedures. Other duties may include: performing technical and research analyses in areas such as housing program development and operations, funding sources and management systems; grant preparation including data and materials supporting proposals; fulfilling reporting requirements for federal, state and local agencies; preparing annual reports, Annual Plans, Administrative Plans, brochures and newsletters and providing staff support to committees, commissions and client groups including written and oral presentations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Property Management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

The statements below are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Assists in the development of department policies and procedures to assure compliance with Federal, state and local directives and statutes and, as applicable, procedures for department activities and programs.
- Research, compile, analyze data and prepare comprehensive reports, compile information to be used in special projects and reports.
- Schedules and coordinates internal and external meetings for the supervisor or as directed; maintains calendars and daily schedules; prepares materials as needed for meetings; communicates regularly with internal staff, public officials, community stakeholders and other parties to ensure supervisor knows the purpose of scheduled meetings and has all needed preparatory materials.
- Prepares letters, correspondence, reports, briefs, presentations and documents for supervisor; assists in routine office procedures and projects as needed.
- Receives, screens, and routes telephone calls and other communications; answers or refers inquirers to appropriate staff members or schedules appointments as appropriate; receives, sorts, reads, routes and responds to supervisor mail as needed; establishes and maintains effective filing systems for documents, contracts, reports and records.
- May assist supervisor in planning, assigning and directing work of staff in the assigned department.

- May assist in selecting, training, motivating and evaluating assigned personnel, provides or coordinates staff training; works with employees to establish performance improvement plans.
- Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Graduation from an accredited four (4) year college or university with major coursework in Public Administration, Business Operations, applicable social science or closely related field or six (6) to eight (8) years of progressively responsible job-related experience. An equivalent combination of education, training, and experience, which provides the required knowledge and abilities, may be substituted on a two for one basis.

Knowledge, Skills and Abilities:

- Authority programs, policies and procedures, pertinent Federal, State and local laws, codes and regulations.
- Knowledge of principles of supervision, training and performance evaluation.
- Ability to prepare business correspondence and written reports.
- Ability to write and speak effectively, lead meetings and conduct training.
- Ability to manage a variety of programs accurately and efficiently.
- Ability to organize work effectively to meet schedules and deadlines.
- Ability to work independently with little direction.
- Ability to interpret and apply various laws, codes and regulations.
- Ability to prepare and maintain accurate records.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to engage a wide variety of people with a high level of professionalism and courtesy, including culturally, socially, and economically diverse populations, seniors, persons with disabilities and professional colleagues.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Possess a high degree of proficiency in Microsoft Office products, including Word, Excel and Outlook and otherwise to be effective without close clerical support.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain an applicable California Driver's License and a driving record acceptable to the Authority's insurance carrier. (Exceptions will be considered on a case by case basis).

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms. Must be able to move or carry objects such as files, computer printouts, reports, calculators, office supplies, etc. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

APPLICATION AND SELECTION PROCESS:

To apply for this position applicants must complete and submit a Housing Authority Employment Application online. Employment applications are available online at <http://www.stancoha.org/business-services/employment/>. This position is Open Until Filled. Applications received will be screened for minimum qualifications.

Applicants who are the most qualified and possess the knowledge, skills and abilities outlined in the job announcement will be invited to appear before an Oral Assessment Panel. The Oral Assessment Panel will complete its assessment and recommend the most qualified applicants to the Director of Property Management Division who

will interview the most qualified applicants. Final selection will be made by the CEO/ Executive Director. The successful candidate will be required to complete a physical examination including a drug screen test, paid for by the Housing Authority, certifying that the applicant's physical condition is satisfactory for the requirements of the position (with or without reasonable accommodations for any disability as defined in the Americans with Disabilities Act).

OTHER

Applicants must be able to provide proof of U.S. citizenship, or if a legal immigrant, either lawful admission for permanent residency or authorization for appropriate work by the U.S. Immigration and Naturalization Service.

SALARY AND BENEFIT INFORMATION

Salary is \$62,004- \$79, 284 annually.

Regular employees of the Authority enjoy the following benefits:

- Annual leave - new employees accrue 10 days per year.
- 15 paid holidays per year.
- Sick leave accrued at the rate of one (1) day per month.
- Insurance Coverage -The Authority currently contributes toward the medical, dental, vision and life insurance combined monthly premiums.
- Retirement-The Authority is a member of the Public Employees Retirement System (PERS). Employees hired after January 1, 2013, are subject to the Pension Reform Act, AB340.
- The Authority offers two voluntary Deferred Compensation Plans.
- The Authority participates in Social Security.
- The Authority offers a Section 125 (Flexible spending) plan.
- The Stanislaus Regional Housing Authority is an equal opportunity employer.

The Authority will provide equal employment opportunities to all qualified individuals, without regard to race, color, national origin, sex, religion, or disability. The Authority will make reasonable efforts in the employment process to accommodate applicants with disabilities. Individuals requesting reasonable accommodations must do so no later than three (3) working days after the time of invitation by the Authority to an examination. Applicants with special needs may call (209) 557-2000 (voice) or (209) 557-2012.

