



CITY OF SALINAS
invites applications for the position of:

Community Development Analyst

SALARY: \$6,059.00 - \$7,734.00 Monthly

DEPARTMENT: Community Development

DIVISION: Housing

OPENING DATE: 06/10/19

CLOSING DATE: 07/01/19 05:00 PM

SUMMARY OF DUTIES:

SPECIAL INSTRUCTIONS: All applicants must provide a copy of diploma or transcripts at the time of application or submit to the Human Resources Department prior to the final filing date. Applications are incomplete without the required document.

The Community Development Analyst develops, implements, and monitors the Community Development Department's Housing Division activities including those funded through Federal, State and local grants. Performs varied and highly responsible administrative work and guidance to the City's housing and homelessness programs.

Distinguishing Characteristics: This is a single level position within the Community Development Department's Housing Division. Responsible for the evaluation of departmental programs and initiatives. Receives direction from the Planning Manager and may exercise supervision over technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS:

(These functions are representative and may not be presented in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, implements, and administers Housing Division-related Federal and State grants such as the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG) and California Emergency Solutions and Housing (CESH); monitors grant programs and recipient agencies for compliance; assists with preparation of various grantee reports.
2. Prepares applications for affordable housing and homelessness activities; oversees required Federal, State and City grant record keeping; prepares grantee performance reports; assists in the development of housing and homelessness projects and programs.
3. Ensures program and project compliance with Federal, State, and local regulations and all other federal requirements under CDBG, HOME, ESG and CESH programs; interprets and analyzes legislative proposals and regulations.
4. Prepares, monitors, and administers operating budgets and funding allocations; assists with the preparation and submittal of plans and reports such as the Annual Action Plan, Consolidated Annual Performance and Evaluation Report and Consolidated Plan.
5. Manages affordable housing projects from the planning stage to completion including the preparation and administration of contractual agreements, financial agreements and loan servicing functions.
6. Coordinates, organizes, and monitors program activities with other City departments and outside agencies; acts as staff liaison with Federal, State and local representatives.
7. Coordinates the completion of Federal, State and local environmental review process required for project and program activities; researches and analyzes program requirements and makes recommendations for improvements.
8. Assists in the development and implementation of Housing Division goals, objectives, policies, and priorities.

9. Advises CDBG, HOME, ESG, CESH and other housing and homelessness-related program applicants and the general public on Housing Division activities; compiles, creates, and develops presentations to private groups, organizations, and public agencies; serves as staff liaison to community organizations.
10. Prepares correspondence, reports, charts, and other materials necessary to accomplish Departmental goals; prepares various public information materials.
11. Supervises, trains, and evaluates technical and clerical staff; provides direction and leadership within the department.
12. Prepares reports and other necessary documentation related to the United States Department of Housing and Urban Development (HUD) Integrated Disbursement and Information Systems (IDIS) and other information systems used by the Housing Division.
13. Assist with HUD Audit and City Single Audit.
14. Performs related duties as assigned.

Typical Decisions: The incumbent must make significant analytical decisions regarding the activities and operations of the Community Development Department's Housing Division. Engages with various agencies and ensures compliance with Federal, State, and local laws.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Federal, State and local regulations relating to the provision of affordable housing and homelessness.
- Principles and practices of public administration, community development, and planning.
- Municipal accounting, record keeping, and budgeting; negotiation techniques.
- Research methods and procedures; mathematics and statistics.
- Operation of personal computer word processing and spreadsheet programs.
- Other information/reporting systems and software programs used by the Housing Division.
- Principles and practices of supervision, training, and problem-solving techniques.
- Grant and contract administration related to HUD programs preferred
- HUD's online information systems (IDIS) preferred.

Skill in:

- Interpreting, analyzing, and applying governmental policy, procedures, and regulations.
- Preparing and overseeing budgets.
- Preparing concise, comprehensive, and accurate written reports, presentations and correspondence.
- Communicating effectively, orally, and in writing.
- Promoting the mission, values and standards of the organization.
- Establishing and maintaining effective working relationships.
- Effectively organizing tasks, planning time frames, and meeting deadlines.
- Managing, training and evaluating assigned staff.

Education: Bachelor's Degree in Public Administration, Urban Planning, or a related field.

Experience: Two years technical, analytical, or program management and coordination experience in federal and state grant administration, housing, or related community development activities. A Master's Degree in Public Administration, Urban Planning or a related field may be substituted for one year of experience.

Licenses and Certifications: Must have a State of California Driver's License.

SUPPLEMENTAL INFORMATION:

Physical Demands and Working Conditions: Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to

push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit and stand for prolonged periods of time; walk on uneven surfaces; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally includes driving to job sites, training and out-of-office meetings.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.

65 West Alisal
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Position #19-00007
COMMUNITY DEVELOPMENT ANALYST
PP

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