

**MAJOR FUNCTION**

This is advanced professional and technical work analyzing the City's housing programs and tracking performance of strategic community resilience objectives. Duties include collecting, analyzing, and reporting information related to the City's affordable housing and homelessness initiatives, including those that address preservation of affordable housing, creation of affordable units, land use, and homelessness prevention. Work is performed under the supervision of a manager. Performance is reviewed through observations, conferences, oral and written reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Job Duties**

Carries out housing-related research. Collects and analyzes data from various housing programs and projects. Collects and analyzes data; writes reports and makes recommendations that result in improved service delivery. Assists in the development and implementation of programs and projects related to the City's housing goals. Provides support for activities related to the City's overarching Strategic Plan, Community Resilience Plan, Consolidated Plan, Local Housing Assistance Plan, and the City's Strategic Plan. Evaluates and tracks the implementation of the division's goals and objectives and prepares reports on housing progress. Acquires, compiles, and analyzes research data and prepares reports. Maintains appropriate records and provides detailed, technical reports as required. Assist with promoting the City's housing and homelessness efforts through outreach and other activities. Assists with quality assurance, contracting and compliance functions of the division. Performs related work as required.

**Other Important Duties**

Supports the federal and state planning and reporting process through research, data gathering, and reports. Completes special projects as assigned. Performs essential personnel duties during emergency response.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Technical knowledge of housing and development planning, policies, and objectives. Knowledge of federal, state, and local housing laws and regulations. Knowledge of standard statistical principles and methods. Ability to collect and analyze data and present in graphic form. Ability to maintain appropriate records and prepare complex reports. Ability to analyze facts and exercise sound judgment in arriving at conclusions. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with peers, supervisors, other agency personnel and the public. Skills in organizational, word processing, spreadsheets and database software programs. Skills in research methods and analysis.

**Minimum Training and Experience**

Possession of a bachelor's degree in housing planning, economic development, public administration, or a field related to the aforementioned areas and two years of professional experience that includes research and planning; or possession of a master's degree in urban development/planning, public administration, or a field related to the aforementioned areas and one year of professional experience that includes research and planning; or possession of a high school diploma and six years of years in data tracking, program compliance or evaluating outcomes and metrics.

**Necessary Special Requirement**

Must possess a valid Class E State driver's license at time of appointment.

Established: 12-07-20

Revised: 10-10-22