



CITY OF ALEXANDRIA
HUMAN RESOURCES DEPARTMENT
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Housing Analyst

Office of Housing

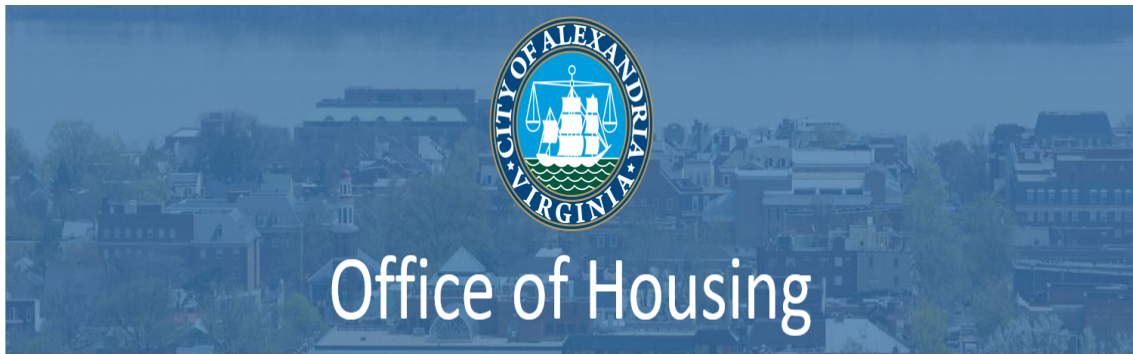
JOB NUMBER: 2023-00148

SALARY: \$60,283.86 - \$106,087.54 Annually

OPENING DATE: 09/29/22

CLOSING DATE: 10/13/22 11:59 PM

THE POSITION:



Housing Analyst

Overview

The Housing Analyst helps to plan, develop, and implement housing projects, policies and programs that contribute to the Housing Master Plan targets and strategies under general direction from the Housing Program Manager. Examples of tasks include evaluating affordable housing development and financing proposals; assisting with stakeholder engagement and communication; conducting data analysis and reporting; reviewing development applications; and participating in small area planning. Work is performed with considerable independence, initiative and judgment within established policies, procedures, and practices; involves both self-guided and teamwork; and requires strong oral and written communication skills.

The Opportunity

- Works on a range of multi-faceted housing policy initiatives and development projects;
- Under the direction of the Housing Program Manager, works on the analysis of affordable housing development and financing proposals;
- Under the direction of the Housing Program Manager, represents the Office of Housing on internal panels and committees, and proposes housing and planning policies in response to a variety of housing and land use issues;
- Participates in the preparation and presentation of staff reports, housing contribution analyses, recommendations and other necessary documents to the City Manager, City Council, boards, groups, and/or committees;

- Under the direction of the Housing Program Manager, works on building partnerships with community associations, private, non-profit, and other local and regional government agencies to accomplish key goals of the City and Office of Housing;
- Maintains effective relationships with all segments of the housing community, including, tenants, property owners/managers, developers, the Alexandria Redevelopment and Housing Authority (ARHA) and non-profit housing developers, neighborhood and civic associations, and other stakeholders; and
- Performs related communications, analytical, and administrative work as required.

Minimum Requirements

Four Year College Degree and three years of experience in affordable housing, urban studies/planning, public or business administration, community development, or a related field to include coordinating and monitoring housing development projects and writing reports; or any equivalent combination of experience and training that provide the required knowledge, skills, and abilities.

About the Department

The [Office of Housing](#) coordinates and administers City housing and housing-related programs and services and makes recommendations to the City Manager and City Council on housing policy and potential affordable housing investments. For a broader view of our City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

MINIMUM & ADDITIONAL REQUIREMENTS:

PREFERRED QUALIFICATIONS:

NOTES:

SG

An Equal Opportunity Employer

Housing Analyst Supplemental Questionnaire

- * 1. Do you possess a bachelor's degree and one year of experience in affordable housing policy or development, urban studies/planning, public or business administration, community development, or a related field; or any equivalent combination of experience and training that provide the required knowledge, skills, and abilities?
 Yes No
- * 2. Do you possess experience preparing and writing reports and/or publications on housing, community development, and/or planning topics?
 Yes No
- * 3. If you answered yes to the above question, please explain your experience. If you answered no, please type NA.

- * 4. Do you possess experience conducting data analyses and reporting on housing, community development, and/or planning related topics?
 Yes No

- * 5. If you answered yes to the above question, please explain your experience, including what computer programs you have used. If you answered no, please type NA.

- * 6. Do you possess experience researching, developing and/or implementing affordable housing policies and/or programs?
 Yes No

- * 7. If you answered yes to the above question, please explain your experience. If you answered no, please type NA.

- * 8. Do you possess experience communicating and presenting to the public and/or elected officials on housing, community development, and/or planning related topics?
 Yes No

- * 9. If you answered yes to the above question, please explain your experience, including what communication tools you have used. If you answered no, please type NA.

- * 10. Do you possess computer skills related to mapping and graphic programs, such as GIS and InDesign?
 Yes No

- * 11. If you answered yes to the above question, please explain your experience. If you answered no, please type NA.

* Required Question