

SENIOR ADMINISTRATIVE ANALYST

DEFINITION/PURPOSE: Under general director, perform varied, complex, and technical analytical work, prepare detailed research reports, recommendations and support the administration of program services. Collect, organize and analyze data involved with organizational and functional studies, and administrative systems and procedures. Interpret regulations and guidance and develop policies and procedures. Ensure program compliance, including knowledge and implementation of laws, regulations, directives, and guidance. Prepare and implement policies, procedures, and grants. Provide department and agency information to internal and external stakeholders.

DISTINGUISHING CHARACTERISTICS: This classification is distinguished from lower classifications in the Administrative Analyst series by the assignment of more difficult and complex analytical duties, the development of policies, the design of new programs or grants, the evaluation of programmatic and budgetary impacts of program changes, and involvement in all stages of the policy process, from research to recommendations, development, adoption, implementation, and evaluation. The Senior Administrative Analyst may assign or oversee projects or duties to Administrative Analyst and other personnel as assigned.

SUPERVISION RECEIVED AND EXERCISED: Under the direct supervision and general direction of a department director or the Deputy Executive Director, Executive Director, or designee. May provide direct and general supervision to assigned Administrative Analysts and other personnel as assigned.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to, the following:

- Oversee program compliance, keep abreast of federal regulations, directives and guidance issued by funding agencies, including interpretation and implementation of regulations and guidance.
- Develop, implement, and monitor Agency programs, in accordance with regulations, guidance, and Agency goals.
- Prepare an array of reports, forms, and audits, including the submittal of such to funding sources.
- Prepare Annual and 5-Year Agency Plan.
- Participate in all stages of policy process, including research, recommendations, implementation, and evaluation.
- Manage portfolio of project-based vouchers through the life cycle, including evaluating project proposals, preparing contracts, planning for initial tenant occupancy, and monitoring compliance.
- Create brochures and reports, including public outreach materials and written or oral reports or presentations to the Board of Commissioners, Board of Supervisors, or other public, private or non-profit partners or community groups
- Represent Agency on various committees and community groups.
- Represent the Agency to the public, explaining policies and procedures to external parties, and act as a liaison between the public and HUD
- Conduct trainings or presentations to staff within Agency, community groups, Board of Commissioners and other audiences.
- Review and analyze new and proposed regulations. Develop policies and procedures.
- Prepare and respond to applications for funding. Analyze funding opportunities and make recommendations. Implement grants received.
- Monitor workflow, analyze department workloads, and recommend staffing patterns.
- Analyze data from internal and external sources. Interpret and report on data to help with decision making.
- Write and revise policies and procedures to streamline workflow or conform to new requirements.
- Act as a liaison between directors or staff and computer support staff, to facilitate the creation and use of effective reporting tools, reports, and databases.
- Develop, review and approve letters, reports, and procedures relating to assigned projects or departments.
- Maintain accurate records and files

OTHER JOB FUNCTIONS:

- May be required for office coverage in the absence of management staff.
- Opening and closing of the Authority office, as assigned.
- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of: Principles and methods of research, surveying, analysis, and report writing techniques. Principles of public administration, basic budgeting, statistics, grant writing, and grant management. Organization structures of various levels of local, State, and Federal government. Federal and State housing program elements. Mathematics and computer skills at an advanced level. General office procedures, proper telephone etiquette, and the operation of various office machines.

Ability to: Collect, interpret, and evaluate data. Analyze complex administrative problems and arrive at solutions. Project consequences of recommendations. Coordinate visual observation and oral and/or written communications into concise, descriptive and standardized written or oral formats. Prioritize multiple assignments. Work tactfully and effectively with others to achieve work objective and resolve conflicting views. Interpret laws, legislation, ordinances, administer policies and procedures. Input, access, and analyze data using a computer. Understand oral and written instructions and procedures. Be courteous, exercise judgment, discretion, and maintain confidentiality in dealing with the general public and co-workers. Establish and maintain effective relationships with those contacted in the course of work; supervise and train staff. Communicate effectively in oral and written expression.

Licenses and Certificates: Possession of, or ability to immediately obtain and retain, a valid California Driver License.

Physical Requirements/Work Environment – Sit for lengthy periods of time in an indoor environment. Have the manual dexterity to operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the duties of the classification. Be able to lift 25 lbs.

Other - Employee may be required to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. When so required, must show proof of valid driver's license and/or automobile insurance coverage at or exceeding the minimums specified by agency policy.

- Provide proof of eligibility to work in U.S.

- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Five years of professional experience working with local, Federal, and State agencies, or other related industry, involving program and organizational analysis.

Education - A Bachelor's Degree from an accredited college or university with major course work in public administration, management, business administration, sociology, planning or a related field, with strong mathematical background and computer orientation. Master's degree preferred.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.