

## SENIOR MANAGEMENT ANALYST

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, performs a variety of complex and diverse professional and technical administrative duties in support of assigned department including those requiring a high level of expertise in a specific area; ensures compliance of all agency contracts and agreements with federal, state, and local laws; responsible for timely and accurate federal, state, and local reporting; create analytical, statistical and narrative reports.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Finance Director and serves at the will of the Chief Executive Officer.

### **ESSENTIAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Grants Management Functions**

1. Perform detailed analytical studies of policies, procedures, organization operations, services, finances and procedural matters
2. Advise and assist department head and management staff in fiscal, organizational and procedural matters.
3. Research and analyze laws, policies and other regulatory requirements and changes.
4. Develop policy statements for management approval.
5. Participate in the preparation, review and administration of departmental budgets.
6. Assist in the preparation of the capital improvement program.
7. Prepare in-depth and complex reports and analyses.

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8. Review legal contracts and documents and submit revisions.
9. Serve as the administrative program specialist on grant funding such as CDBG and HOME funds.
10. Research, develop and write grant applications and related funding proposals.

### Compliance Functions

1. Ensure strict compliance of agency programs with Federal and State guidelines and regulations.
2. Responsible for the compilation , preparation and submission of all required reports to federal, state, and/or local authorities in a timely and accurate manner. These reports include, but are not limited to, Annual and Semi-Annual Reporting, Section 3 reporting, Settlement Statements, SEMAP, PIC, VMS, PHAS, and ROSS.
3. Provide quality control and conduct quality control tests, such as inspections SEMAP, HOME, Portfolio management for the department as required by HUD or other funding partner. Prepare certification documents as required.
4. Assume responsibility for services and activities related to procurement, contracting and compliance under the direction of the Finance Director.
5. Serve as the lead in the development of the Agency Five-Year Plan and Annual Updates.

### Common Essential Functions

1. Confer and serve as liaison between departments and with other agencies.
2. Serve as the project lead staff person on assigned projects; organize, coordinate and direct special projects or programs.
3. Prepare staff reports and make oral presentations to the Housing Commission. City Council, Board of Supervisors as required.
4. In accordance with Government Code 3100, perform the duties as disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing CEO, Yolo County OES and/or the State of California DHS.
5. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to

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your supervisor, member of the management team, or member of the YCH safety committee.

6. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of grant writing, grant management, and grant reporting to local, state or federal funding sources.
- Principles and practices of program compliance and administration.
- Principles and practices of government financing and budgeting.
- Purposes, functions and organization of local governmental agencies and the functioning of their governing boards.
- Pertinent Federal, State, and local codes, laws, and regulations.

### **Ability to:**

- Prepare, review, and present clear and concise reports and correspondence.
- Devise and implement innovative approaches to maximize efficiencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer using various applications and related programs, including standard, as well as proprietary software.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Maintain confidentiality.

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- Interpret and apply agency policies, rules and regulations.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Drive from site to site.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:*

**Experience:**

- Five years of progressively responsible, professional or journey level housing and/or community development experience. Ideal candidate will have at least two (2) years in a public housing authority or community development agency.
- Demonstrated proficiency in preparation of spreadsheets and narrative reports.

**Education:**

- Bachelor’s degree from an accredited college or university with major course work in housing/community development, business administration or a related field is required. Masters degree preferred, or
- An Associate’s degree with three years experience in a public housing authority may be substituted for the Bachelor’s degree, or
- An equivalent combination of education, training, and experience may be substituted on a two-for-one year basis for the Bachelor’s degree.
- Possess a valid HQS Inspection Certificate OR obtain such certification within six months of appointment to the classification.

**Physical Demands:**

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time in both indoor office and external housing environment. Have the hand strength and manual dexterity to operate keyboard equipment. Must be able to stretch, bend, and lift up to 25 pounds and climb stairs. Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodations can be made to the Chief Executive Officer or designee.

**Special Requirements:**

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- Must have access to an automobile or other means of transportation, when and if required to travel on YCH business.
- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Provide required proof of legal right to work in the United States.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

*Yolo County Housing is an equal opportunity employer.*

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