



HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA

Property and Development Analyst

ABOUT HACSB

Housing Authority of the City of Santa Barbara (HACSB) is an award-winning and mission driven public agency with a reputation as a leader in the housing industry and known for its attractive properties. HACSB has developed and/or secured over 4,300 units of affordable rental housing for Santa Barbara. HACSB does more than handle the day-to-day demands of providing affordable housing solutions, we strive to craft solutions to our community's affordable housing dilemma in a holistic manner and turn our visions into reality. We create opportunities for our employees for professional growth and to contribute meaningfully to the workplace and the community. We foster a collaborative and respectful work environment where every team member plays a significant role in working together to further our mission of providing safe, decent, and quality affordable housing to persons with limited incomes in our community. Our HACSB team, led by a dynamic management team, is a motivated, fun and hard working group, dedicated to the agency's core values, the "5C's": Competence, Cooperation, Commitment, Communication and Compassion.



HACSB has the following, exciting opportunity available. We are seeking a results-oriented individual with excellent analytical skills that is passionate about helping others to join our respected team of professionals.

PROPERTY AND DEVELOPMENT ANALYST POSITION

Under general direction, exercises a high level of discretion and independent judgment in implementing, planning and overseeing various analytical and administrative functions for property and development activities, including establishing priorities and ensuring deadlines are met; provides advanced level administrative and analytical duties in the administration of assigned operations, programs, and projects including real estate development and construction projects, procurement, contracts, and programmatic functions; researches and analyzes programmatic policies, practices and procedures and makes recommendations for operational, policy, and procedural improvements. Position reports to Deputy Executive Director, Real Estate and Technology.

Key responsibilities include but are not limited to:

1. In accordance with HACSB policies and procedures and applicable regulations, provides team leadership, mentoring and technical guidance to staff with property and development projects to ensure successful development projects and achievement of agency goals. Keeps supervisor informed of important issues affecting operations.
2. Coordinates and closely monitors due diligence closing checklists and development timetables to ensure timely achievement of milestones and successful project closing and completion process.
3. Performs professional-level administrative and analytical work for assigned program(s) in areas such as budget development, reporting, real estate proforma modeling, construction management, procurement, contract administration, risk management, policy and program analysis; conducts a variety of studies, compiles and analyzes data.
4. Recommends, implements and administers policies, procedures and regulatory requirements. Monitors administrative function activities; identifies opportunities for improving service delivery and efficiency; provides recommendations for procedural changes and implements improvements.
5. Assists with the preparation of the department's and/or property annual budgets and contracts budgets; allocates funds; monitors and tracks expenditures.
6. Performs a variety of complex and technical analysis and/or preparation of budgets, reports, bid proposals, requests for proposals and other documents for projects involved in analyzing, auditing, reconciling, and maintaining assigned funds, budgets, inventory amounts and accounts; reviews and analyzes financial records and reports to ensure accuracy, completeness, and compliance with established guidelines; gives presentations on findings.
7. Prepares, administers, negotiates and monitors contracts for projects including determining sources and vendors, soliciting bids, coordinating activities, ensuring compliance with contractor provisions.
8. Prepares program applications to secure federal, state, and local funding commitments; assists in the reporting of alternate funding sources and ensures compliance with federal, state, local, funding agency, and Authority accounting and reporting requirements and applicable laws and regulations.
9. Conducts special research projects, including gathering, compiling and analyzing information; provides alternatives and makes recommendations on courses of action.
10. Gathers information, tracks statistics, and compiles data to prepare reports; prepares and processes reports to regulatory agencies to ensure compliance with a variety of federal, state, and local housing regulations and audits; completes various forms and documents as needed; establishes and maintains files and record keeping.

11. Prepares memoranda, comprehensive analytical, statistical, and narrative reports and various other Authority and staff reports, resolutions, ordinances, legal documents and correspondence regarding assigned programs; plans, organizes, prepares materials, and makes presentations at public meetings; responds to written correspondence.
12. Serves as a liaison to employees, the public, private organizations, government agencies, community groups, consultants, investors, and other organizations; provides information and assistance regarding assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and implements corrective actions.
13. May perform the duties of the assigned supervisory or management staff in their absence, as assigned. Performs other related duties as assigned.

The ideal candidate will possess the following qualifications and personal attributes:

- Equivalent to a bachelor's degree in public or business administration, urban planning, or a related field and four (4) years increasingly responsible experience performing construction, real estate investment and/or lending, procurement and/or contract administrative functions for a comprehensive housing, facilities maintenance, construction or similar program.
- Knowledge of operations, services, and activities of multi-family rental housing property and facilities maintenance including principles and practices of project management, construction and administration.
- Principles, practices, rules, and regulations public agency procurement and ability to successfully negotiate with vendors and contractors.
- Real estate construction administration practices, procedures, laws, and regulations.
- Principles of project leadership and project management.
- Basic principles, practices, and procedures of funding sources and grant funds disbursement.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Knowledge of budgetary principles and practices and fiscal reporting activities.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Business mathematical and statistical techniques including ability to develop proformas.
- Principles and procedures of record keeping, document processing, and filing systems.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language including ability to prepare clear and concise written reports, correspondence and procedures.
- Modern equipment and communication tools used for business functions and program, project, and task coordination. Computers and software programs (e.g., Microsoft software packages).
- Ability to effectively represent the Housing Authority in meetings with outside organizations.
- Excellent problem-solving and organizational skills.
- Proof of legal right to drive in CA and DMV driving record in good standing that meets HACSB's insurability requirements is required.

A complete position description can be found at www.hacsb.org. Full-time position; 9/80 work schedule with offices closed alternate Fridays.

COMPENSATION AND BENEFITS

The 5 step salary range is \$2,979.88-\$3,622.06 bi-weekly or \$37.25-\$45.28 per hour.

HACSB offers eligible employees a generous and well-rounded benefit package including:

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| • Cafeteria Benefit Plan | • 11 Paid Holidays + 1 Personal Day |
| • Group Health Plan | • Vacation |
| • Dental Plan | • Sick Leave and Catastrophic Leave |
| • Vision Plan | • Jury Duty and Public Service Leave |
| • Life and AD&D Insurance | • Alternative Transportation Incentives |
| • Long-Term Disability | • Employee Assistance Program |
| • 401(a) Employees' Money Purchase Pension Plan | • Recognition and Incentive Programs |
| • 457(b) Deferred Compensation Plan | • Training and Development |

SELECTION PROCESS

If you possess the desired qualifications and want to work for an organization that improves the quality of life for our community and is passionate about helping others and making a difference, please apply at <https://www.hacsb.org/housing/jobs-internships/>. For primary consideration, applications must be received no later than **Tuesday, April 9, 2024**; thereafter position open until filled. Selection process may include an interview and other testing designed to predict successful job performance.

If HACSB determines an applicant is suitable for the position based on a job related evaluation of skills and experience, prior to subsequent employment, the successful applicant will be subject to a criminal background check, appropriate to the job functions and business necessity. Criminal convictions will not automatically disqualify a candidate for employment. The nature of the crime, time since offense, surrounding circumstances, and relevance of the offense to the position applied for will be considered. The Housing Authority is an **Equal Opportunity Employer**. In compliance with the ADA, HACSB provides reasonable accommodation to qualified individuals with disabilities. Applicants with disabilities who require reasonable accommodations may contact Human Resources at (805)965-1071 or (805)965-2521 TDD to make accommodation requests. In accordance with **Section 3** of the Housing & Urban Development Act of 1968, HACSB promotes self-sufficiency amongst low income individuals and provides hiring preferences to Santa Barbara residents that meet Section 3 eligibility.