



COUNTY OF MONTEREY  
A Drug-free Workplace

# The County of Monterey

Invites your interest in the position of

## Housing Analyst III

(Payroll Title: Redevelopment and Housing Project Analyst III)

### THE POSITION AND THE DEPARTMENT

The Housing Analyst III will work under the Housing Program Manager in the Redevelopment and Housing Office (RHO). This position is primarily focused on managing the County's affordable housing grants. The RHO currently manages six open grants and has reporting and monitoring requirements for several additional grants. The sources of these grants are primarily State Non-Entitlement Community Development Block Grant (CDBG), HOME, and Neighborhood Stabilization Program (NSP). The County is currently eligible to become a CDBG Entitlement Jurisdiction and receive funding directly from the U.S. Department of Housing and Urban Development (HUD). The RHO intends to apply to HUD during this upcoming year in conjunction with several of the Cities. The RHO has a small staff and a broad range of responsibilities. The Housing Analyst III will be responsible for undertaking this application process and overseeing the CDBG Entitlement Program development and implementation. Strong management skills are necessary. The ideal candidate must have the ability to work in an independent, self-directed manner that is results-oriented. The ability to manage several programs concurrently, on budget, and on time is a must.

### PRIMARY DUTIES INCLUDE:

- Managing County Housing Grant Programs including but not limited to CDBG, HOME, and NSP;
- Working with the RHO executive management team on program strategy development and allocation of resources;
- Managing grant programs including application preparation; program set-up and tracking; coordination with sub-recipients, consultants, other agencies, loan or service recipients, and HCD and HUD staff; preparing all required reporting; maintenance of files and tracking systems, and coordination and oversight of required public hearings;
- Participating in other affordable housing efforts being undertaken by the RHO such as: income qualifying program participants; preparation of legal documents; preparation of program marketing materials; coordination with non-profit partners; research and analysis related to program development; and preparation of the Annual Housing Report;
- Preparation of staff reports and presentations at the Housing Advisory Committee and Board of Supervisors on housing program related actions;
- Preparation and maintenance of housing program budgets and participation with executive management staff in annual office budget preparation process.

### MINIMUM QUALIFICATIONS:

- Bachelor's degree in public administration, finance, marketing, business administration, urban planning, engineering, planning, construction management or related field;
- A minimum of three years of direct experience in the management of CDBG and HOME Programs for jurisdictions in California;
- Demonstrated knowledge of the CDBG and HOME Program regulations and experience with developing and managing programs and projects that comply with the regulations;
- Proven experience working with multiple agencies, preparing and/or managing the preparation of required environmental review and labor compliance reports; performing monitoring and preparing reports to HCD and to HUD;
- Excellent verbal and written communication skills; ability to analyze and communicate complex policy, programs, and project information. Excellent interpersonal and relationship skills;
- Direct experience in making successful presentation to committees, commissions and/or boards as well as to community and public groups;
- Advanced skills in excel and word. Experience and knowledge of MS Project not required but desirable.



## APPLICATION SUBMITTAL AND SELECTION PROCEDURES:

The competitive process includes submittal of completed Monterey County Employment Application and response to Supplemental Questions. Applications received without a Supplemental Questions response will not be considered. Resumés will not be accepted in lieu of the required application materials. Applications materials may be obtained from and submitted to:

**Monterey County Resource Management Agency  
Human Resources Division, Attn: Margarita Arista  
168 W. Alisal Street, 2<sup>nd</sup> Floor  
Salinas, CA 93901  
(831) 755-5895**

Or apply on-line at: [www.co.monterey.ca.us/personnel](http://www.co.monterey.ca.us/personnel)

All Application materials will be competitively evaluated and must demonstrate that you possess the knowledge, skills and abilities required for the position. Please visit the County website to view the complete job description. Applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance exercise, performance examination, and/or written examination.

## SUPPLEMENTAL QUESTIONS

Please number your responses and address each question separately

1. Describe your related experience, education and training that demonstrates your knowledge and ability to perform grants management, including application preparation, financial tracking, ensuring regulatory compliance, and report preparation. Include information that describes the types of grants managed and related activities performed, your role, and the level of authority and responsibility.
2. Describe a complex grant program you have managed including the challenges you faced and how you resolved those challenges.
3. Describe grant tracking, reporting and monitoring systems that you developed and/or managed. Describe the types of grants, what the tracking system objectives were and how well the system performed.

### SPECIAL NOTES:

If you believe you possess any disability that would require test accommodation, please call (831) 755-5895. In accordance with the Immigration Reform and Control Act of 1986, continued employment of persons hired by Monterey County is contingent upon acceptable documentation verifying identify and authorization for employment in the Untied States. Final candidates will be required to successfully pass a pre-employment drug test as a condition of employment with Monterey County.

## POSITION INFORMATION

**Exam #:**  
10/41F32/11MAA

**Monthly Salary:**  
\$5584 – \$7622

**FINAL FILING DATE:**  
Friday  
December 10, 2010

## BENEFITS (X UNIT)

- Health Insurance
- Life Insurance
- Annual Leave
- Professional Leave
- Retirement Plan
- Social Security/  
Medicare
- Deferred  
Compensation
- Educational Stipend  
(based on eligibility)
- Monthly Expense  
Allowance

**MONTEREY COUNTY  
IS AN EQUAL  
OPPORTUNITY  
EMPLOYER**

