

**Housing Authority of the County of Santa Clara
505 West Julian Street
San Jose, CA 95110**

Senior Housing Programs Analyst

Closing Date: OPEN UNTIL FILLED

Salary: \$72,467-\$105,078 Annualized DOQ

Under the direction of the Housing Policy Manager, the Senior Housing Programs Analyst will have the primary day-to-day responsibility to provide expert program analysis, monitor and develop or update policies and procedures based on knowledge of federal and state subsidized and affordable housing programs to ensure regulatory compliance. The Sr. HP Analyst will interpret and analyze housing programs regulations; perform program audits for existing housing programs processes; prepare and conduct training, review; evaluate and write administrative plans, policies and procedures; propose new policies and procedures, recommend changes and conduct quality control audits; assume responsibility for the HPD budget process and monitoring.

Education and/or Experience:

Bachelor's Degree in Social Sciences, Public or Business Administration or related field; and a minimum of five (5) years experience performing analytical tasks and policy writing, review, staff training and quality control audits is required.

Knowledge and experience in affordable working with subsidized and affordable housing programs is preferred.

Application: To be considered for this position, all applicants must complete the entire application and submit a resume and cover letter. Applications and resumes may be submitted via our website at www.hacsc.org.