



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
24-043	Management Analyst II
Number of Openings	Compensation (Depending on Experience, DOE)
One or more (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$68,692.83 (Step 1) - \$109,815.68 (Step 20) annually <i>The typical starting range for this position is between \$68,692.83 and \$75,823.90. DOE</i>

This is a grant-funded position, and continued employment is contingent upon receipt of grant funds.

Opening Date	Closing Date
October 29, 2024 <i>Applications are reviewed on a rolling basis.</i>	November 6, 2024 (or until filled) <i>The closing date may be earlier based on the number of applications received.</i>
To Apply and Required Documents	Conditions of Employment
<p>This position is open to both internal and external applicants. Applicants should:</p> <ul style="list-style-type: none"> ▪ Complete an application online - to apply, click here ▪ Submit a cover letter and resume <p style="text-align: center;">Only complete applications will be considered.</p> <p><i>*Applicants who meet minimum qualifications are not guaranteed an interview.</i></p>	<p>Upon a conditional offer of employment, the candidate must successfully:</p> <ul style="list-style-type: none"> ▪ Complete a background investigation which may include: <i>(education, criminal history, credit, fingerprints, and DMV)</i> ▪ Pass a workplace drug test within 72 hours* ▪ Possess a valid State of Nevada driver's license ▪ Possess a clean driving record

**As a federally-funded employer, although legal in the state of Nevada, marijuana is restricted under Federal guidelines.*

Employee Benefits
<p>Pay is only part of your generous compensation package for our premier agency. Employees enjoy a 3-day weekend; free parking; 2 weeks vacations (years 1 and 2); 13 sick days; 13 paid holidays, including your birthday; medical, dental, and vision insurance – 100% employer paid (employee only); health and dependent care flexible spending accounts; life and long-term disability insurance (employer paid); 457B Deferred Compensation Plan; Public Employee Retirement System (PERS) – 100% Employer-Funded or Employee/Employer-Funded (50%/50%); Employee Assistance Program (EAP); and a host of voluntary employee benefits options. Student loan forgiveness is available to qualified individuals, pursuant to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Management Analyst II to join our team. SNRHA provides affordable housing to low- and moderate-income households through its public and affordable housing programs. Our team is comprised of 200+ committed and caring professionals who support our mission and the clients and communities we serve. Our success is built upon the contributions of our valued employees. To learn more, please visit us online - www.snrha.org.</p> <p>If relocating from out-of-state, more than its famous Strip, which provides endless entertainment opportunities for locals and tourists, Las Vegas, Nevada also offers a family-friendly environment with wonderful neighborhoods, affordable living, warm weather, outdoor wonders (hiking, climbing, snow-skiing, boating, sightseeing, and more), professional sports, and world-class restaurants. Las Vegas is home to the University of Nevada, Las Vegas (UNLV) and a few hour's drive to beach destinations in Southern California, the Grand Canyon in Arizona, and national parks and ski resorts in Utah. Nevada is among the most tax-friendly states in the U.S., with residents enjoying no state income tax, county income tax, inheritance tax, and lower property taxes.</p>

Position Summary
<p>The Management Analyst II for the Choice Neighborhood Implementation (CNI) will support the CNI Director in successfully implementing the 8-year, \$50 Million CNI grant awarded to the Southern Nevada Regional Housing Authority (SNRHA). As a key part of the SNRHA CNI team, the incumbent assists with monitoring grant activities to ensure each component of the grant is programmed, planned, and executed correctly within the terms of the Grant.</p>

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.

Duties and Responsibilities

This announcement summarizes typical job functions and does not exhaustively or comprehensively list all duties and responsibilities. This position is accountable for performing the following duties and responsibilities, with or without reasonable accommodation.

- Provide project, program, administrative, and analytical support to an assigned department.
- Participate in the research, development, recommendation, and implementation of operational and administrative programs, policies, and procedures.
- Participate in and may oversee the data collection, compilation, coordination, and organization of budget documentation; develop budget recommendations; assist division managers in the administration of department budget; manage budgets of assigned programs.
- Conduct research and collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs, new programs and services, budget analysis, and feasibility analysis; prepare comprehensive technical, statistical, and analytical reports and records which present and interpret data and identify alternative solutions or proposals; make and justify recommendations.
- Serves as a liaison with public and private organizations and community groups. Creates and delivers presentations to public and private partners and community members.
- Plan, prioritize, assign, supervise, and review the work of assigned technical and clerical staff; train assigned employees in the organization's policies and procedures; work with employees to develop short—and long-term goals, monitor accomplishments, establish performance requirements and personal development targets, and provide coaching for performance improvement and development.
- Liaison to the Human Resource Department in recruitment, hiring, and promotion processes; coordinates staff selection, discipline, and employee relations issues.
- Respond to questions and complaints from the general public relating to assigned area of responsibility; review problems and recommend corrective actions; prepare summary reports as required.
- Assists in preparing ordinances and other supporting program documents; monitors program grants and related proposals; and monitors compliance with applicable contractual agreements.
- Accurately input and track data and meet deadlines for compliance and completion of projects.

*This position is **NOT** eligible for participation in the collective bargaining unit (SEIU), which represents certain Southern Nevada Regional Housing Authority employees.*

Minimum Qualifications

Minimum qualifications are intended to identify applicants most likely to perform successfully. Applicants who meet minimum qualifications are not guaranteed an interview; however, they are further assessed to determine how well they meet the position's minimum qualifications and the agency's immediate needs. Applicants should possess the following:

- Bachelor's degree with coursework in business management, public administration, or a related field based on an assigned department.
- Two (2) years of full-time professional experience performing administrative, budgetary, or operational work and analyses.
- Applicable work experience can be substituted for education on a year-for-year basis.
- Valid Nevada State-issued Driver's license and satisfactory driving record.
- Excellent communication, both oral and written, problem-solving, time management and organizational skills

Preferred Qualifications

Preferred qualifications are desired qualifications above and beyond minimum qualifications that demonstrate additional education, experience, training, or other credentials. Preference may be given to applicants who possess the following preferred qualifications:

- Previous public agency experience.
- Previous supervisory experience.

Screening and Selection

Applicants who meet minimum qualifications may be further considered. Evaluation factors include but are not limited to, a cover letter and resume, writing samples, pre-employment testing/assessments, panel interviews, references, performance evaluations, and background investigation.

Reasonable Accommodation

If you require a reasonable accommodation to participate in our hiring process, contact the HR Department (702.477.3170).

Southern Nevada Regional Housing Authority (SNRHA) is an Equal Opportunity Employer

SNRHA prohibits discrimination and harassment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, genetics, or any other characteristic protected by federal, state, or local laws.