



Join Our Team

An Exciting and Rewarding Career Opportunity

Southern Nevada Regional Housing Authority

Announcement Number	Job Title
25-012	Business Systems Analyst
Number of Openings	Compensation (Depending on Experience, DOE)
One (Full-Time, 7 AM to 6 PM, Mon-Thurs)	\$65,049.92 (Step 1) - \$103,992.09 (Step 20) annually <i>The typical starting range for this position is between \$65,049.92 and \$71,803.05</i>

Opening Date	Closing Date
March 20, 2025 <i>Applications are reviewed on a rolling basis.</i>	April 3, 2025 (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, according to the Public Service Loan Forgiveness (PSLF) program.</p>

Overview
<p>The Southern Nevada Regional Housing Authority (SNVRHA) is recruiting a Business Systems Analyst to join our team. SNRHA provides affordable housing to low- and moderate-income households through its public and affordable housing programs. Our team comprises 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 Business Systems Analyst is responsible for analyzing, implementing, and optimizing business systems that support the organization. This role involves working closely with internal stakeholders and external vendors to ensure solutions align with business needs and regulatory requirements.</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

The duties listed below illustrate the various types of work performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or logically associated with this position.

- Collaborate with users and stakeholders** to gather system requirements and translate them into functional specifications.
- Support and maintain** SNRHA's web presence, including internal and external websites, web applications, portals, and social media platforms.
- Work with management and staff** to design and develop custom software applications and reports.
- Evaluate, implement, and maintain** enterprise applications related to housing management, finance, and compliance.
- Support system integration efforts**, ensuring data consistency and seamless interoperability across platforms.
- Manage IT projects** within the scope of business systems analysis.
- Develop and provide training** for new or enhanced application software through live sessions, videos, online modules, and/or electronic documentation.
- Assist with data analysis and reporting** to support decision-making and regulatory compliance.
- Ensure data accuracy and integrity** in reports and system-generated outputs.
- Support and maintain** all software applications utilized by SNRHA.
- Collaborate with vendors and the IT team** to manage software updates, security patches, and system implementations.
- Maintain confidentiality** in compliance with the Privacy Act of 1974 (U.S.C. § 552A) as amended.
- Foster a professional and cooperative environment** when interacting with clients, visitors, and SNRHA staff to support positive relationships.
- Perform other related duties** as assigned.

*This position is **NOT** eligible for participation in the collective bargaining unit (SEIU), representing 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 in Computer Science, Information Technology, or related field OR four years' experience with the design, development, and support of software application. Experience can be substituted for education on a year for year basis. Experience working with Azure, Share Point, One Drive or Yardi preferred.

Licenses and Certifications:

A valid Nevada state-issued Driver's license is required at the time of application.

SNRHA utilizes Criteria for online employment testing. Successful candidates will be invited via email to participate in the testing for further consideration in the recruitment process. Failure to participate in the testing is considered a withdrawal by the candidate.

Preferred Qualifications

Preferred qualifications are desired 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.

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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.

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Reasonable Accommodation

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

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