



**JOB TITLE: PROGRAM ANALYST &
RESEARCHER**

**DEPARTMENT: PLANNING & URBAN
DEVELOPMENT**

JOB CLASS NUMBER: 3331

DIVISION: DIRECTOR'S OFFICE

REVISION DATE: 10/24/2024

Acceptance – Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the general supervision of the Planning and Urban Development (PUD) Director, an incumbent of this position will perform various analysis and research work for the Planning and Urban Development Department to support neighborhood development, grant applications & strategic initiatives, as well as urban renewal projects. Work may include researching/analyzing housing programs, job growth and retention efforts, data collection & analysis of transportation, general community development, economic resiliency, and quality of life needs.

ESSENTIAL FUNCTIONS:

- *Develops or assists in developing procedures for implementing plans or programs and implement procedures for measuring progress made on plans or programs.*
- *Provides leadership in program analysis and program modifications to ensure the stated goals are achieved and reported in a timely manner.*
- *Assists in preparing grant applications/proposals to public and private organizations.*
- *Maintains contact with various socio-economic and housing research agencies at the federal, state, and local levels to provide information or to obtain needed statistical data to inform program decisions.*
- *Provides leadership in the formulation and design of research studies pertaining to demographic trends, population stats and projections, housing development, employment, property taxes, school enrollment and land use, and, or transportation.*
- *Applies and interprets established codes and regulations in moderately complex situations. May recommend codes and regulations or amendments to address emerging issues that impact community development projects.*
- *Maintains up-to-date knowledge of emerging regulations, pending legislation, and trends in our community development that impact the City, as well as current programs and processes.*
- *Prepares written reports on various strategic matters and elements of the PUD projects, including the HUD (Housing & Urban Development) Consolidated Plan.*
- *Other duties or projects assigned by the PUD Director.*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Specialized knowledge of theory, principles, standards, practices, and information sources of urban development is required.*
- *Knowledge of the application of land use, physical and environmental design, and zoning theory and best practices preferred.*
- *Knowledge of and skill at organizing, planning, and coordinating projects required.*

- Working knowledge of public administration principles, processes, and practices is required.

TRAINING AND EXPERIENCE:

- Bachelor's degree in planning, public administration, community development, architecture, or related field required. Master's degree in development field strongly preferred. A student in the final semester of a bachelor's degree program can be considered.
- Experience in working for a public agency or municipality preferred.
- Two (2) years in the public sector desired.

LICENSES AND CERTIFICATES:

- Possession of/maintaining a valid Louisiana State driver's license; acceptable driving record.
- A criminal background check will be conducted prior to employment, and a substance abuse screening will be performed.
- Must be able to attain a relevant professional certification within two (2) years of employment with the approval of the PUD Director.

INTERNAL POSTING PERIOD: 11/14 - 11/27/2024

Position posting goes public after 10th day.