

HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
(713) 274-5444
<http://www.harriscountytexas.gov/hrrm>
invites applications for the position of:

Project Analyst

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	01/27/16
CLOSING DATE:	03/31/16 11:59 PM

POSITION DESCRIPTION:

Part of the Development team in the Planning and Development Section. Provides support to other Program Analysts and Development Manager engaged in community and economic development activities, research, data analysis, grant development/writing, and administrative and/or business support. This position also aids the Development Manager with issuing request for proposals, evaluating proposals for funds, and preparing proposal evaluation reports to the Director.

- Provides support to the Development Manager engaged in community and economic development activities, research, data analysis, grant development/writing, and administrative and/or business support.
- Aids the Development Manager and issues requests for proposals, evaluates proposals for funding, and prepares proposal evaluation reports to the Director.
- Works without direct supervision and takes initiative on special projects.
- Represents Harris County in policy and service coordination discussions as part of the Houston/Harris County Continuum of Care.
- Assists in the preparation of a variety of written plans, reports and working papers through writing, editing and formatting as needed.
- Responds to general and specific technical information request generated through mail, e-mail and telephone contact.
- Prepares written reports at the direction of the supervisor.
- Attends meetings relevant to nature of work as needed.
- Shows flexibility and professionalism in completing work and communication with co-workers.
- Meets deadlines and prioritizes assignments.
- Performs other job-related duties as assigned.

REQUIREMENTS:

- Bachelor's degree in Social Services or Human Services field.
- Minimum of one (1) year of experience providing services or support to programs that provide Permanent Supportive Housing, Rapid Re-Housing, Homelessness Prevention, Emergency Shelter or Transitional Housing.
- Knowledge of HUD Homelessness programs and regulations including Emergency Solutions Grants (ESG), the Continuum of Care, the HEARTH Act and HUD McKinney – Vento Programs.
- Knowledge of the Homeless Management Information System (HMIS).
- Basic understanding of evidenced based practices for providing services to homeless individuals and community resources for individuals at risk of or experiencing homelessness.
- Familiarity and experience with research and development of grant applications.
- Excellent written and verbal communication skills.
- Ability to comply with written and oral instructions.
- Ability to work without direct supervision and take initiative on special projects.

PREFERENCES:

- Master's Degree in Social Work or Public Policy/Public Affairs.

GENERAL INFORMATION:

Hours: 8:00 a.m. - 5:00 p.m.
Monday - Friday

Salary: Will Be Discussed During Departmental Interview
Based on 26-Pay Periods

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:

<http://www.harriscountytexas.gov/hrm/employment.aspx>

1310 Prairie Street, Ste. 170
Houston, TX 77002
713-274-5444

employment@bmd.hctx.net

Position #01147
PROJECT ANALYST
BQ