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## Job Description

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<b>Position:</b>	Special Projects Analyst	<b>Program Affiliation:</b>	Executive/Special Initiatives
<b>Reports To:</b>	Chief Executive Officer	<b>Salary Range:</b>	\$55,290 - \$82,687
<b>Position Type:</b>	Exempt	<b>Revision Date:</b>	05/30/25

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### **Position Summary:**

The Special Projects Analyst is responsible for planning, coordinating, and overseeing high-priority projects and strategic initiatives for the Abilene Housing Authority (PHA) and its affiliates. This position works closely with senior leadership to ensure that projects align with the PHA's mission, comply with applicable regulations, and are delivered on time and within budget. Projects may include redevelopment initiatives, grant-funded programs, interagency collaborations, procurement, homeownership program administration, modernization efforts, etc.

The position is exempt from overtime requirements of the Fair Labor Standards Act. The employment relationship is at-will, and the incumbent serves at the pleasure of the Executive Director/CEO.

### **ESSENTIAL FUNCTIONS:** include, but are not necessarily limited to:

- Lead the planning, execution, and evaluation of special projects and strategic initiatives as assigned by the Executive Director.
- Develop project plans, timelines, budgets, and reporting structures for multiple concurrent initiatives.
- Coordinate with internal departments (e.g., Housing Management, Finance, Procurement, Maintenance, Development) to align efforts and ensure project success.
- Manage relationships with external stakeholders including HUD, local and state government agencies, contractors, developers, community organizations, and residents.
- Monitor project compliance with HUD regulations, procurement policies, environmental review standards, and applicable laws.
- Prepare detailed reports, presentations, and briefings for senior leadership, Board of Commissioners, and public meetings.
- Research and apply for grant funding opportunities relevant to agency priorities.
- Oversee consultant and vendor performance on assigned projects, ensuring contract compliance and high-quality deliverables.
- Conduct data analysis and policy research to support decision-making and continuous improvement.
- Identify and mitigate project risks; propose solutions and contingency plans as needed.
- Promote resident and community engagement throughout the lifecycle of key initiatives.
- Support agency-wide strategic planning and performance management efforts.

### **MINIMUM QUALIFICATIONS:**

- ❖ A Bachelor's degree in an area such as Public Administration, Community Planning, Urban Development, Business Administration, Project Management, etc.; or an equivalent combination of education and related working experience.
- ❖ Demonstrated experience working in an environment with high-performance guidelines and stringent deadlines.
- ❖ Experience with HUD programs (e.g., RAD, LIHTC, Section 8/HCV, CDBG) is strongly preferred.
- ❖ Demonstrated strong supervisory ability (two years of supervisory experience required).
- ❖ Strong written and verbal communication skills.

## **MINIMUM QUALIFICATIONS (continued):**

- ❖ Demonstrated skill in using computerized business applications, such as Word, Excel, PowerPoint, etc.
  - ❖ The ability to quickly learn the regulations and policies that govern Public Housing Authority programs.
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## **PREFERRED QUALIFICATIONS:**

- ❖ Successful work experience in an assisted housing program, especially the Housing Choice Voucher (HCV) Homeownership Program.
- ❖ Familiarity with federal and state housing regulations and compliance requirements.
- ❖ Excellent written and verbal communication skills, including public presentation ability.
- ❖ Strong interpersonal and stakeholder management skills.
- ❖ Ability to work independently and collaboratively in a fast-paced environment.
- ❖ Strong problem-solving and organizational skills.

### **Equipment Used:**

- ❖ Personal computer, calculator, copier, fax machine, telephone and other basic office equipment.

### **Physical Requirements:**

- ❖ Must be able to work in a normal office environment, visit inspection sites, use a keyboard and view a computer screen.

### **Knowledge, Skills & Abilities:**

- ❖ Strong project management skills with demonstrated ability to manage complex, multi-phase projects.
- ❖ Familiarity with federal and state housing regulations and compliance requirements.
- ❖ Excellent written and verbal communication skills, including public presentation ability.
- ❖ Strong interpersonal and stakeholder management skills.
- ❖ Proficiency in Microsoft Office Suite, project management software, and data analysis tools.
- ❖ Ability to work independently and collaboratively in a fast-paced environment.
- ❖ Strong problem-solving and organizational skills.
- ❖ Ability to attend evening or weekend meetings.

### **Training Requirements:**

- ❖ Must be able to pass essential certifications (some will require certificate completion within the first 12 months):
  1. HCV Eligibility & Occupancy Certification
  2. HCV Housing Quality Standards (HQS)/NSPIRE-V Certification
  3. Procurement Certification
  4. Project Management Training
  5. Others as Needed

### **Other:**

- ❖ The incumbent must possess and maintain a valid driver's license in state of residence, and maintain an insurable driving record under the terms and conditions of the AHA auto liability policy. The incumbent may have no more than 4 accumulated points in 3 consecutive years.

### **Salary:**

- ❖ Salary will depend on experience.

### **Relocation:**

- ❖ Relocation assistance may be considered for qualified candidates.

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- *Employment Applications are available on the Abilene Housing Authority website at [www.abileneha.org](http://www.abileneha.org). Interested candidates must email their resume and cover letter to [gene.reed@abileneha.org](mailto:gene.reed@abileneha.org).*