



METROPOLITAN TRANSPORTATION COMMISSION
invites applications for the position of:
Housing Analyst

An Equal Opportunity Employer

SALARY: \$38.77 - \$49.17 Hourly
 \$6,720.05 - \$8,522.64 Monthly
 \$80,640.56 - \$102,271.73 Annually

OPENING DATE: 04/04/22

CLOSING DATE: 05/01/22 11:59 PM

DESCRIPTION:

DEADLINE TO APPLY IS SUNDAY, MAY 1, 2022 AT 11:59 PM
IF YOU ARE INTERESTED, PLEASE APPLY IMMEDIATELY
A resume and cover letter are not required with your application, but highly encouraged

THIS IS A TIME-LIMITED POSITION TO END ON JUNE 30, 2026

Be ready to rethink your assumptions about the public sector. Flexible hours? Flexible work location? A beautiful, well-located, high amenity building for on-site work? Yes, yes, and yes!

The Metropolitan Transportation Commission (MTC) is the transportation planning, financing and coordinating agency for the nine-county San Francisco Bay Area. For more information about MTC, visit www.mtc.ca.gov.

The Housing Analyst will support the Bay Area Housing Finance Authority (BAHFA), a new Section of MTC focused on the advancement of the "3 Ps": tenant protections, affordable housing preservation, and new housing production. Specifically, the Housing Analyst will contribute to the Section's work by providing a range of organizational, administrative, and analytic competencies that support senior staff and consultants in the design and implementation of 3P programs. Prior experience with housing policies and programs is not required but strongly preferred, and the ideal candidate would bring a passion for addressing the Bay Area's affordable housing needs.

Under general supervision by the BAHFA Director or other senior BAHFA staff, the Housing Analyst will perform a variety of tasks. The successful candidate will exhibit professionalism, strong attention to detail, demonstrate the ability to organize, analyze, and understand various types of housing, economic, and demographic data, and be able to succinctly present it in easily accessible reports and quantitative summaries. The successful candidate will also demonstrate excellent communication skills and the ability to engage with a diverse set of stakeholders in pursuit of information, region-wide feedback, and collaboration on relevant analyses.

All employees at MTC are classified as Disaster Services Workers.

SKILLS AND ABILITIES:

The ideal candidate will have the following knowledge, skills and abilities:

Knowledge of:

- General real estate economics and demographic data pertinent to the Bay Area
- Sources of housing data and relevant research methodologies
- Basic housing funding practices

- Methods and techniques of scheduling work assignments
- Methods and techniques for record keeping and report preparation and writing
- Proper English, spelling and grammar

Skills and Abilities

- Operate an office computer, mobile devices, standard office equipment and a variety of word processing, presentation, database and other software applications
- Complete detail-focused, quantitative analysis on deadline
- Distill quantitative data into professional presentation materials, including data summaries and written narratives
- Learn generalized and specialized computer applications
- Work independently
- Keep accurate records
- Make sound decisions within established guidelines
- Learn, implement, explain and apply applicable laws, codes and regulations
- Use initiative and sound judgment within established procedural guidelines
- Communicate clearly and concisely, both orally and in writing
- Collaborate with colleagues and external stakeholders in a team- and solutions-oriented way

MINIMUM QUALIFICATIONS:

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

Education: A Bachelor's degree from an accredited college or university in an appropriate discipline related to the area of assignment, such as transportation planning, city and regional planning; transportation or civil engineering, financial management, economics, business or public administration. *(Applicants with a degree issued from an institution outside the United States must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with their application.)*

Experience: No professional working experience is required. Prior experience with housing policies and programs is strongly preferred, but not required.

License/Certificate: Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Specific duties and responsibilities include, but are not limited to, the following:

- Perform research and both quantitative and qualitative analyses of a variety of housing policies and practices related to the "3 Ps" (Protection, Preservation, and Production)
- Contribute to research and analysis to design, implement, and evaluate new BAHFA programs
- Collect and analyze data related to new BAHFA programs, including details of proposed affordable housing projects, funding gaps, and inventories of local housing policies and programs
- Provide logistical and coordination support for senior staff and consultants including, but not limited to, scheduling and setting up online and in-person meetings, managing files of associated documents and other materials, and creating data repositories for easy access by Section staff
- Build strong relationships with diverse stakeholders, e.g., local jurisdiction staff, nonprofit housing advocates, equity-focused community-based organizations, and housing developers
- Provide prompt and professional service to local staff, consultants, and other stakeholders that results in their engagement and satisfaction with new BAHFA programs and builds the

- effective and lasting partnerships necessary to advancing regional housing goals
- Perform contract management functions that include administering and monitoring funding agreements and task orders, ensuring compliance with scope of work, budget, and schedule, and reviewing invoices to ensure accuracy and conformance to funding agreements and task orders
 - Communicate clearly and concisely, both orally and in writing, distilling detailed program or policy concepts into compelling, relevant, and understandable memos and presentations
 - Present technical memos and summary report findings to staff and external stakeholders
 - Represent MTC/ABAG in a variety of meetings and/or events
 - Perform other job-related duties as needed or assigned by the Section

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.mtc.ca.gov>

Job #608
HOUSING ANALYST
JK

OUR OFFICE IS LOCATED AT:
375 Beale Street, Suite 800
San Francisco, CA 94105
415-778-6700

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Housing Analyst Supplemental Questionnaire

- * 1. Please describe your overall commitment to and/or interest in affordable housing. For example, what draws you to this job and the work? What in your background and/or future professional goals makes housing research and analysis compelling?
- * 2. Please describe a research/analysis project on which you worked that you felt resulted in beneficial outcomes for your client, company, or community.
- * 3. How do you approach particularly complex research problems that involve multiple and diverse stakeholders, the need for data collection from a variety of sources, and the need to produce a summation report on deadline?
- * 4. I understand that this is a time-limited position that will end on June 30, 2026, and I am still interested in being considered.
 Yes No

* Required Question