



Department of Housing and Community Development

January 6, 2010

NOTIFICATION OF VACANCY

**SENIOR POLICY ANALYST
(Policy & Planning Specialist II)**

POSITION #00313

LOCATION:

**DHCD
600 E.MAIN STREET
RICHMOND VA 23219**

HIRING RANGE:

\$48,000 - \$63,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a Senior Policy Analyst to provide technical and logistical support to the Commission on Local Government. Responsibilities include collecting and analyzing data, drafting reports on local boundary changes and governmental transition issues as well as other types of inter-local issues, oversight of assessment of state and federal mandates on local governments, identification of mandates and preparation of an annual catalog, conducting survey of and preparing annual report on cash proffer utilization.

QUALIFICATIONS GUIDE:

Knowledge of Virginia state and local governmental arrangements and intergovernmental relations. Working knowledge of local public service, land use, economic development and fiscal issues. Demonstrated ability to develop solutions and recommendations for appropriate action. Familiarity with local boundary change and governmental transition issues, the legislative process, administrative procedures in governmental context, and public documents and data sources. Demonstrated ability to draft reports and policy statements; deal effectively with state and local officials, agency staff, and the public; and to communicate effectively orally and in writing. Ability to use PC and a variety of software to produce data, graphics, and to create and manipulate electronic data bases. Experience working with local governments and knowledge of local government issues. Advanced degree in planning/administration preferred or equivalent combination of training and experience.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY WEDNESDAY, FEBRUARY 10, 2010, 5:00 p.m. EST.

***For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer***

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.