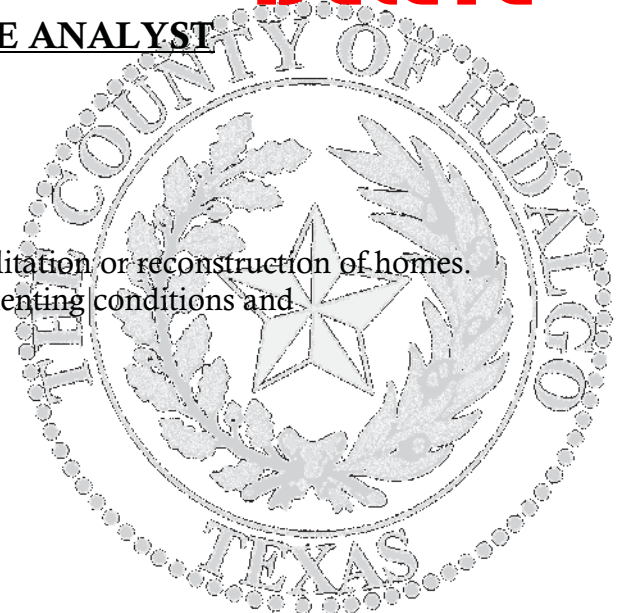


PROGRAM & COMPLIANCE ANALYST



GRADE: 10

GENERAL DESCRIPTION

This position involves the drafting of plans for the rehabilitation or reconstruction of homes. The position requires travel to the project site and documenting conditions and measurements.

EXAMPLES OF WORK PERFORMED

- Inspect homes to housing quality standard violations
- Documentation of conditions and measurements
- Drafting of plans for rehabilitation or reconstruction of homes
- Coordinating plans with specifications
- Reports to UCP Director on a regular basis communicating the progress of the Program
- Performs such other duties as may be assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree in Business related field, Accounting preferable; Two (2) years of grant auditing or related experience; Grants management experience preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

- Good understanding and knowledge of CAD system is required
- Good understanding and knowledge of Housing Quality Standards and other structures is required with a good understanding and knowledge of terminology and related aspects of construction
- Knowledge of federal, state and local grant regulations

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

