Job Title: Housing Analyst

Position: Housing Analyst

Division: Community Services
Department: Planning and Development

Term: 1 Temp Full Time position(s) available for approximately 24 months with a potential to become permanent.
Closing Date: 08/01/2023
Labour Group: CUPE 59
Posting: 2239

Job Summary

This position supports the City’s housing program operations and is responsible for policy and program research, analysis, and development to support affordable housing solutions. Reports to the Neighbourhood Planning Manager, Planning and Development.

Duties & Responsibilities

1. Supports the administration and implementation of the housing program, including community and stakeholder engagement and required data collection and analysis.
2. Assists with program development associated with the City’s housing strategy, including operating metrics and financial requirements.
3. Facilitates discussions, with Administration, housing providers and key stakeholders regarding the implementation of new solutions for affordable housing in Saskatoon.
4. Assists with the management of the affordable housing reserve, establishes annual financial targets, and reports financial information to senior staff, Committee and City Council on a regular basis.
5. Assesses, on an ongoing basis, the current and anticipated trends in land use planning, affordable housing, financial incentives, as well as Provincial and Federal funding programs and related strategies, such as the National Housing Strategy in meeting the short- and long-term housing goals.
6. Presents implementation and affordable housing strategies to City Council and Committees of Council.
7. Provides professional and technical support to Department management and staff of other divisions regarding housing policy and related matters.
8. Assists with responding to information requests, from City Council, Boards, Commissions, and the public, regarding housing policy, financial incentives, and land use.
9. Develops strong working relationships, with civic staff, external agencies and officials, community members and building and development industry members related to affordable housing.
10. Performs other related duties as assigned.

Qualifications

- University Degree in Commerce, Business Administration, Urban Planning or a directly related discipline.
- Five years' experience in the development and delivery of affordable and/or social housing in an urban context;
- An equivalent combination of education and experience in the attainable housing sector, including managing programs related to the development of housing units may be considered.
• Possession of, or eligibility for, membership in the Canadian Institute of Planners (CIP) and Saskatchewan Professional Planners Institute (SPPI).
• Thorough knowledge of applicable municipal bylaws and provincial legislation and regulations pertaining to Urban Planning.
• Demonstrated ability to establish and maintain effective working relationships with the public, senior levels of government, First Nations, Metis, the development industry, professionals in various fields, employees and civic officials.
• Demonstrated ability to communicate effectively verbally and in writing, including the preparation and presentation of complex financial and technical reports.
• Demonstrated ability to guide staff and consultants.
• Knowledge of principles and practices of development incentive programs and land development financing.
• Knowledge of accounting principles, and experience preparing financial spreadsheets is preferred.
• Demonstrated ability to analyze data and resolve complex issues in a multi-disciplinary environment.

**Weekly Hours:** 36.67  
**Salary Range:** $84,790.56 to $93,481.20 CAD **per annum** (2023 rates)

**Diversity, Equity and Inclusion**
The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit Saskatoon.ca/diversity

**Accommodation**
The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.