



JOB ANNOUNCEMENT

Housing Authority of New Orleans

POSITION TITLE: Senior Data Analyst
DEPARTMENT: Strategic Planning
DATE POSTED: 08/26/2025
CLOSING DATE: Until Filled
FLSA CLASS: Non-Exempt
STARTING SALARY RANGE: **Salary Class F**
\$64,000 - \$ 83,100 (Annually)

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SUMMARY

The Senior Data Analyst will serve as crucial support to the Executive team by ensuring the effective functioning of the strategic planning and executive core functions, including the oversight of designated strategic initiatives as directed by the Director of Strategic Planning. This role will encompass high-level administrative support, periodic oversight of various functions, and project management. This position's key responsibilities will be performed in the following functional areas: policy development, strategic planning, compliance and performance, research, data analysis, and executive reporting production. Assignments are received directly from, carried out for and reported to the Director of Strategic Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

Strategic Planning and Support:

- Data Analysis and Reporting: Gathering, analyzing, and interpreting data related to housing programs, budgets, and compliance.
- Policy and Procedure Development: Assessing and recommending improvements to agency policies and procedures.
- Budget and Grant Management: Monitoring and analyzing budgets, grants, and contracts.
- Project Management: Overseeing projects related to housing development, maintenance, or program implementation.
- Compliance: Ensuring compliance with federal, state, and local regulations, including those related to HUD.
- Collaboration: Working with internal and external stakeholders, including HUD staff and other government agencies.
- Research and Analysis: Conducting research to inform policy decisions and program improvements.

- Recommendations: Developing and presenting recommendations to improve agency operations and programs.
- Reporting: Preparing and submitting reports to HUD, state auditors, and other relevant parties.
- Arranges and participating in board meetings and conferences, taking minutes, providing advice and following-up correspondence.
- Provides a strong link between the Executive Director's office and other departments within the Agency, and between the Agency and external parties, as a representative of the Strategic Planning in dealings with both internal and external communications.
- Responsible for the oversight and management of special projects and programs assigned by the Director of Strategic Planning to support the executive function
- Assist in addressing inquiries, unresolved problems and errors, exercising considerable judgment in his/her capacity with the responsibility for analyzing such issues, and developing resolutions. Providing information and making referrals.
- Composing correspondence dealing with issues or subject matter in ways that require considerable sensitivity, discretion, judgment, or negotiation in replying to inquiries, and/or presenting or requesting information.
- Prepares materials needed for meetings, such as board reports, agendas, handouts, binders, etc.
- Assist the Director of Strategic Planning with assigned tasks

Project Management:

- Lead or oversee planning, implementing, and monitoring special projects and initiatives as assigned by the Director of Strategic Planning.
- Monitor cross-departmental project progress and report on key milestones to ensure they align with strategic goals.
- Assist the executive team with preparation of presentation materials.
- Prepare, review and summarize miscellaneous reports and documents; prepare background documents and outgoing mail as necessary.
- Prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.

BEHAVIORAL COMPETENCIES

This position requires the incumbent to exhibit the following behavioral skills:

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers.

Effective Communication: Conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment and decision making in accordance with level of responsibility.

Leadership: Provides direction by clearly and effectively setting course of action for department and subordinates; manages performance by providing regular feedback and reinforcement to subordinates.

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information to develop alternative solutions; uses strong reasoning and conflict resolution skills.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Reliability: Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Authority expectations. Performs work in a reliable manner that is both accurate and timely. Ensures a positive record of attendance.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness. Holds oneself personally responsible for one's own work and does fair share of work.

Safety Awareness: Employee is cognizant of their surroundings. Follows proper safety procedures and considers the safety of self and others. Identifies, communicates, and assists in the correction of any safety concerns where appropriate.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies

- Resourceful and Flexible; a self-starter and problem solver; can work long hours, handle executive office related issues over the weekends.
- Outstanding reading, writing and verbal communication skills. Work requires the ability to efficiently write memoranda, correspondence, reports and produce written documents with clearly organized thoughts using fine language. Demonstrated ability to compose correspondence and content materials which often require an understanding of industry-specific subject matter, company standards and/or procedural guidelines.
- Ability to work well under tight deadlines and respond to rapidly changing demands and fulfill efficient follow-ups.
- Extremely organized and highly disciplined. Can manage sensitive and confidential information with discretion.
- Experience with travel and lodging arrangement, as well as meeting and conference organizing.

- Must possess excellent organizational skills with the ability to prioritize tasks and anticipate needs. Must demonstrate capability to multi-task and work within strict deadlines and for long hours.

Education and/or Experience

Bachelor's degree in business administration, statistics, mathematics, economics, education, social sciences, or a related field. Master's degree preferred. A minimum of three to five years of experience in an advanced level support role and office management or a related field is required. Experience in performing administration and analytical duties in an affordable housing setting is preferred. An equivalent combination of education and experience may be considered.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook) and should be capable of using internet resources for research and developing reports. Must have the ability to learn other computer software programs as required by assigned tasks.

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a sedentary position. Daily movements include sitting; standing; bending; operating computers and other office equipment; moving about the office; carrying items such as books, binders, files, and documents; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally lift and/or move up to 25 pounds.

EEO POLICY STATEMENT

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.