

**\*\*\*RECRUITMENT NOTICE\*\*\***

**Position Title: Program Analyst (Real Estate)**

**Job ID: 25605**

**Open To: Public**

**Open Period: March 22, 2024 – April 5, 2024**

**Overview:**

The District of Columbia's Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue. More information is available on the DMPED's website at [dmped.dc.gov](http://dmped.dc.gov).

The Real Estate Development unit implements real estate development projects involving District-owned land which support the District's goals of promoting stronger neighborhoods in all 8 Wards. This unit is engaged in the following 5 activities: (1) Development and Disposition—managing a portfolio of real estate development projects; (2) New Communities Initiative—managing projects envisioned to revitalize severely distressed subsidized housing and redevelop neighborhoods into vibrant mixed-income communities; (3) St. Elizabeth's East—managing a project designed to create well-planned, multi-use, mixed-income, walkable, livable community on the St. Elizabeth's East Campus, including the Entertainment and Sports Arena; (4) Walter Reed Army Medical Center—providing administrative support to the Walter Reed Army Medical Center Local Redevelopment Authority and manages implementation of the reuse plan; and (5) special projects, including public-private partnerships involving public infrastructure and facilities.

**Position Description:**

DMPED is seeking a Program Analyst for its Real Estate Development unit. The Program Analyst who will be responsible for helping to ensure effective day-to-day operations, streamlining processes and procedures, and tackling projects that improve the Real Estate Development unit performance. This role may require but is not limited to performing general clerical and organizational tasks; professionally communicating with both internal and external stakeholders; professionally responding to phone calls and emails; creating reports and process documents; drafting and editing memos; organizing internal and external events; and serving as a special assistant as needed. This incumbent will report to the Deputy Director of Real Estate.

As a Program Analyst with DMPED, you will be part of a unique public office that sits in the Executive Office of the Mayor and helps guide the future growth of the District. You will be part of a team that includes development managers working on projects encompassing all real estate product types and ranging in size from ½ acre parcels to projects such as the Wharf (which is 1 mile long and contains over 3.5 million gross square feet). You will be responsible for projects and assignments that support the team and improve the efficiency or function of the team.

**Specific responsibilities include:**

- Support operations by providing a diverse range of office support.
- Serve as a point of contact for internal and external telephone and in-person inquiries, redirecting them to the appropriate internal or external personnel.
- Effectively compose accurate, well organized, and grammatically correct reports, memoranda, and business correspondence appropriate for the intended audience; maintain accurate records and files related to work performed.
- Review sensitive reports and memos, proofreading for format, organization, spelling, grammar, and general clarity.
- Develop working knowledge of, and adherence to, existing internal policies and procedures, as well as supporting the development of any additional internal policies and procedures.
- Maintain working knowledge of effective administrative functions and processes.
- Identify, assemble, and distribute documents as needed.
- Directly plan and organize special meetings and events.
- Create, update, organize and maintain various confidential records, files, databases, and internal websites.
- Prepare technical and comprehensive reports, manuals, plans, processes, and procedures.
- Provide support for special projects and initiatives.
- Develop and administer reporting tools as required.
- Provide support on public facing events and initiatives.
- Perform other duties as assigned.

**Experience/Qualifications:**

- Bachelor's degree (preferred).
- At least 3-5 years of relevant or transferable experience (required).
- Demonstrated advanced experience with Microsoft Office Suite (SharePoint, Word, Excel, PowerPoint, Teams, OneNote, Forms) is required.
- Strong interpersonal, written, verbal and analytical skills.
- Demonstrated ability to independently manage projects from conception to completion.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to handle sensitive information with confidentiality.
- Experience in office management, particularly as it relates to sensitive tasks.
- Experience providing high level support to senior management.
- Exceptional planning and organizational skills with strong attention to detail.
- Proven ability to work professionally with colleagues and staff.
- Demonstrated ability to multi-task; to be a team player; and to be flexible and adaptable to change.
- Understanding of District economic development issues, neighborhoods, and real estate market (a plus).

**Salary:** This position is a grade 11 on the District government's career service salary scale. The salary ranges from \$65,285 to \$84,167. Actual salary is determined by a variety of factors, including: years of experience, applicant qualifications, internal equity comparisons, agency organizational structure, and the applicant's past salary history.

**Application Process:** This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to follow the steps below to apply for the position:

Click on the following [link](#)

In the Search Jobs section, enter **25605**

- Click on the job requisition entitled Program Analyst

If you are having technical issues, please contact DCHR at (202) 442-9700