



KCHA Job Announcement

600 Andover Park W • Tukwila, WA • 98188 • (206) 574-1104 FAX

Please post to KCHA employees, residents, and the general public.

Senior Development Manager

OPEN: 04/9/10 CLOSE: OPEN UNTIL FILLED FIRST REVIEW: 04/26/10

The King County Housing Authority, a high performing nationally recognized leader in affordable housing is currently recruiting for the position of Senior Development Manager to work with the Housing Management department. The position is responsible for planning, organizing, and managing a complex rent implementation project for the Public Housing and Housing Choice Voucher departments. Work will include project management, coordinating multiple departments, managing several consultants, and overseeing complex development and implementation challenges. This is a Long-Term Temporary position with a duration of approximately twelve months or when the project is complete.

RESPONSIBILITIES: Under the supervision of the Senior Director of Housing Management, develop and implement all aspects of a new rent policy for KCHA's Public Housing and Housing Choice Voucher departments. Provide staff and resident training and manage multiple involved departments. Manage and review work of consultants; monitor progress against contract scope of work; make assignments within the parameters of the contract scope; collaborate to resolve issues identified through work of consultants; modify contracts' scope or budget as appropriate due to changed conditions; approve or disapprove invoices for work performed. Obtain project and financing approval; read and interpret regulations; obtain information from other staff or outside agencies; develop strategic approaches; write, edit and coordinate preparation of materials by others and present to appropriate parties; act as point of contact with outside agencies; respond to questions and issues. Lead and coordinate staff involved in assigned projects; schedule, facilitate, and prepare documents for meetings; collaborate to resolve cross-department issues or concerns; provide or review written materials; participate in joint meetings with outside entities; research and report on project issues that affect other departments; keep all affected parties informed as the project progresses. Make verbal or written presentations; develop background information; determine content and tone of the message to be communicated; consider information needs of the audience; write and edit documents; make presentations to internal and external audiences.

REQUIREMENTS: The ideal candidate will have a Bachelor's degree in public administration, business or other field and eight to ten years of successful project management experience, or an equivalent combination of education and experience. Work requires considerable knowledge of the principles and practices of complex project management and contract administration; applicable laws and regulations regarding affordable housing projects; housing choice voucher and public housing policies and programs; negotiations and inter-personal relations; word processing, spreadsheet, scheduling and graphics presentation computer software; principles and practices of project budget development and administration. Work requires the ability to plan, organize, and manage complex projects; and apply housing authority, local, state and federal policies, regulations, laws and funding practices; set priorities and exercise sound professional judgment; communicate clearly and effectively both orally and in writing; prepare clear, concise and complete records; exercise tact and diplomacy in dealing with sensitive issues; lead, coordinate, and manage consultants and staff in a manner which will complete the project successfully and within timelines. Must have reliable transportation, auto insurance, a good driving record and a valid WA State Drivers License throughout employment.

COMPENSATION: The salary for this position is \$6,531.63 to \$7,633.84 per month DOE. The excellent benefits package includes employer paid dental; vacation, sick & holiday pay; life insurance, long term disability insurance and transit subsidy. PERS retirement (mandatory) and medical plan require employee and employer contributions. Employee paid deferred compensation (457b) and flexible spending accounts are optional. Positive corporate culture and commitment to a diverse workplace, plus more!

TO APPLY: Submit cover letter explaining how you meet qualifications, resume and original application (available on our website) to KCHA, Human Resources, Job #10-6, 600 Andover Park W, Tukwila, WA 98188. This position is open until filled with the review on April 26, 2010 at 4:30pm.

For future opportunities please contact our job line at (206) 574-1103 or website at www.kcha.org. EEO/AA/M/F/V/D

An Equal Opportunity Employer