Invites Applications for the Position of:

**Assistant Chief of Performance Measurement and Evaluation (PME)**

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

**OPENING DATE/TIME:** 10/24/17 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 11/12/17 11:59 PM (GMT -8:00)

**SALARY:** $99,528.00 - $126,172.80 Annually

**LOCATION:** Chinook Building - 401 5th Ave, Seattle

**JOB TYPE:** Career Service, Full Time, 40 hrs/week

**DIVISION:** Department of Community & Human Services

**JOB NUMBER:** 2017SC7481

**SUMMARY:**

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant, and connected to community.

The PME unit manages and support data and evaluation needs of DCHS. The programs include services for behavioral health prevention and treatment, housing and community development, individuals and families experiencing homelessness, youth and adult education and employment, veterans, older adults, women's program services and developmental disabilities.

The PME unit comprises of a team of professionals skilled in quantitative and qualitative evaluation methods, data resource development and management, and data visualization. The PME unit supports the department with developing comprehensive evaluation frameworks and department performance metrics, including assisting with determining appropriate performance measures, managing data collection and quality control, monitoring and continuous quality improvement, and conducting in-depth analyses to inform decision making and improve service delivery. The PME unit disseminates research and evaluation findings and promote organizational learning through published reports.
The Assistant Chief will lead performance measurement and evaluation activities for the DCHS-funded programs and services and participate in evaluation of the King County initiatives. The successful candidate will possess strong evaluation, communication, supervisory and leadership skills as well as ability to provide vision and direction to foster system-level thinking. Furthermore, the successful applicant should have highly developed skills in research methods, program evaluation and assessment, analysis, and be able to apply scientific evidence to program implementation and quality improvement.

WHO MAY APPLY: The Department of Community and Human Services values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

REQUIRED MATERIALS: Candidates who wish to be considered for this position must submit an online King County application and respond to the supplemental questions.

WORK SCHEDULE: This position is exempt and not eligible for overtime. Typical hours are Monday - Friday 8am-5pm.

RECRUITER: Susan.Churchill@kingcounty.gov

JOB DUTIES:

- Hire and supervise PME staff and ensure successful team interactions.
- Assist PME Chief in directing the unit responsible for the collection and analysis of data used to assess DCHS programs and services; identify data needed to guide and evaluate DCHS initiatives and programs; assist with defining assessment, research, and evaluation agenda; and oversee the development and maintenance of data systems and data collection activities.
- Act as the department's liaison with internal and external groups, community organizations, elected officials, mental health, chemical dependency, and other human service providers and the general public on evaluation issues at the local, state, and national level.
- Develop and implement the capability to provide assessment, evaluation, and performance measurement activities cutting across all divisions. Direct and ensure that evaluators and analysts provide high level expertise to programs within the department, serving as an in-house unit of experts to other programs.
- Develop and implement program improvements in technological tools aiding assessment, evaluation, data collection activities; integrate findings of informatics analyses including helping to translate data for use in planning, monitoring, and policy development.
- Assist PME Chief in fostering dynamic engagement between data analysis and program areas to support data- and evidence-driven programs, services, and policies.
- Generate funding and support for departments’ data activities.
- Advise the PME Chief, senior management, and Department Director on developing evaluation frameworks and approaches, interpretation and dissemination of findings.
- Analyze and interpret data and activities using current research evidence, practice, and knowledge; review analysis, presentations, interpretations, and reports of PME staff and provide guidance.
- Present data and evaluation approaches and frameworks to internal and external stakeholders.
- Manage multiple ongoing projects in an environment of changing priorities, with time and budget constraints; oversee the management and coordination of multiple research
studies; identify and determine project scope of work and funding sources for new and existing studies; evaluate the effectiveness of new and ongoing DCHS projects; and conduct feasibility studies to anticipate future epidemiological needs of the community.

- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Demonstrated knowledge of: quantitative and qualitative analysis principles and methods; principles and practices of applied qualitative and quantitative research and subject privacy; supervisory and management techniques; methods, tools and techniques of applied research; study design and advanced analytic procedures; data collection methods, including surveys; and computerized database systems

2. Advanced knowledge and skill leading and/or performing program evaluation and presenting findings

3. Demonstrated ability to provide leadership; act as a liaison between DCHS and the community, elected officials, and representatives of local, state, and national government agencies; convene and/or participate in community coalitions and/or partnerships

4. Demonstrated experience in supervising staff or leading a group of professionals

5. Advanced skill in effectively communicating orally and in writing, including making formal presentations to groups and committees

6. Demonstrated experience in handling multiple competing priorities

7. Demonstrated experience working with a variety of individuals with diverse backgrounds

8. Demonstrated ability to use Microsoft Office products to complete daily assigned tasks, including: spreadsheet development, database creation and maintenance, word processing, daily communication, and scheduling; and proficiently use statistical software packages, such as SPSS and Stata.

9. DESIRED QUALIFICATIONS:
   1. The most competitive candidates will possess a doctorate degree in public health, social science, behavioral health or equivalent experience
   2. Experience in housing or behavioral health services evaluation
   3. Excellent strategic thinking skills with ability to take ideas into action on a systems level