



King County

Invites Applications for the Position of:

Project Program Manager II

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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: 06/20/17 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 07/02/17 11:59 PM (GMT -8:00)

SALARY: \$34.33 - \$43.52 Hourly

LOCATION: Chinook Building - 401 5th Ave, Seattle

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

DIVISION: Department of Community & Human Services

JOB NUMBER: 2017SC7079

SUMMARY:

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

This position will join a multi-disciplinary work team within the King County Department of Community and Human Services, Developmental Disabilities Division (DDD) that is responsible for planning, coordinating, implementing, and maintaining services to meet the needs of children birth to five years old, individuals who have intellectual and developmental disabilities, and families in King County. Individuals interested in joining our team must be committed to racial, social and economic equity for all people in King County. With an equity and social justice lens, the incumbent will plan and support processes for community investment, including developing and managing request for qualifications/proposals, developing and monitoring the division's strategic plan, coordinating program performance measurement reviews and maintaining the division's website.

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 nonexempt (hourly) and will receive overtime with supervisory pre-approval. Typical hours are Monday - Friday 8am-5pm.

Recruiter: Susan.Churchill@kingcounty.gov

JOB DUTIES:

- Prepare and write Request for Qualifications (RFQ), Request for Application (RFA) and Request for Proposals (RFP) documents, including guidelines, application forms and rating tools.
- Administer and manage RFQ, RFA, and RFP processes; serve as the main point of contact for incoming questions and respond to inquiries.
- Ensure applicable county, state, and federal rules are followed in RFQ, RFA, and RFP processes.
- Coordinate with division's Contract Monitor and provide technical assistance to prospective contracting agencies as needed regarding county contracting requirements.
- Provide support to division work teams to identify, monitor and manage program performance that is reflected on the division's visual management board; coordinate monthly meetings for teams to review program progress and performance measures.
- Assist in the development of the division's Three Year Strategic Plan.
- Coordinate, schedule, and participate in stakeholder engagement meetings to gather information for the division's strategic plan.
- Develop division's strategic plan progress report and conduct presentations to the division's advisory board and other community stakeholder groups.
- Maintain the division's web-site including content, layout and incorporation of the King County Equity and Social Justice Strategic Plan goals.
- Draft internal and external correspondence for supervisor or management.
- Handle sensitive calls from individuals, families, community-based organizations, providers, government partners, advocates, and other community partners.
- Contribute and collaborate in team settings.
- Manage shifting priorities on a daily basis.
- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Minimum of three years of experience in project planning and management related to human services.
- Demonstrated knowledge of and experience in designing and/or responding to competitive request for proposals or grant proposal processes.
- Demonstrated skills in planning and managing complex projects that involves working with multi-disciplinary teams.
- Demonstrated communication skills, professional level writing and presentation skills.
- Demonstrated ability to develop and maintain effective working relationships with a broad range of constituents, including individuals with disabilities, parents, community-based service providers, and other government partners.
- Willingness and ability to work with diverse communities including people from a variety of racial, cultural, and economic backgrounds.
- Deep knowledge of equity and social justice principles and practices, and understanding of

the effects of place, race and policy and systems-based inequities on marginalized communities and populations.

- Demonstrated experience with project management approaches, tools and phases of the project lifecycle.
- Familiarity with concepts of continuous improvement, improvement science, or Lean.
- Familiarity with visual data management tools.
- Experience utilizing data for messaging to customers and public.
- Experience facilitating meetings.
- Strong analytic and decision making abilities.
- Ability to work and make decisions independently.
- Demonstrated skill and experience in exercising good judgment in interactions with funders, jurisdictions, providers and partners; especially the ability to maintain professional, cooperative and courteous relationships even in difficult situations.
- Action-oriented and highly organized with the ability to work under deadlines, work on a number of tasks simultaneously, and quickly prioritize multiple and competing tasks.
- Ability to work with creativity and flexibility, both independently and as a team member.
- Demonstrated experience in using 2010 Microsoft Word, Excel, PowerPoint, Outlook and the Internet.
- Valid Washington State Driver's License or ability to travel throughout the County in a timely manner.

Desired Experience, Qualifications, Knowledge & Skills:

Knowledge of systems of care and agencies, services and resources available to young children, individuals with intellectual and developmental disabilities, and families in King County, Washington.