



Currently accepting applications for:

Administrative Program Manager - Capital Construction and Weatherization

SALARY: \$32.85 - \$43.94 Hourly
\$5,694.69 - \$7,616.64 Monthly

OPENING DATE: 07/12/17

CLOSING DATE: 07/26/17 04:30 PM

JOB SUMMARY:

About King County Housing Authority

King County Housing Authority (KCHA), an independent municipal organization, is a high performing nationally recognized leader in affordable housing. KCHA provides innovative and effective housing solutions so that people and communities can prosper. Our vision is that all residents of King County have quality affordable housing. KCHA is the largest housing provider in the county, and annually, the agency serves over 50,000 low-income individuals.

We transform lives through housing.

The King County Housing Authority's Department of Capital Construction and Weatherization receives annual grant funds totaling \$4M for the Low-Income Weatherization Assistance Program. The funding is from five separate sources including the federal government, state government, and utility firms and provides energy conservation improvements for low-income residents of King County outside of Seattle. The Administrative Program Manager (APM) will ensure compliance with all grant contract requirements through fiscal monitoring and analysis, tracking of unit production, and required reporting to granting agencies. The incumbent will also maintain, or modify as necessary, business systems to ensure program performance and policy compliance.

The person in this position reports directly to the Department Director and supervises three administrative personnel in Administrative Specialist and Administrative Assistant positions. The APM will assist the Director with other general administrative tasks including reports to KCHA management and preparation of Authority budget materials.

ESSENTIAL FUNCTIONS:

- **Grant and Contract Management:** Primary management of grant contracts; prepare grant contract budgets, allocate capital costs to the various grants, and manage individual grant expenditures in order to meet contract spending benchmarks; report any anticipated issues to Department Director and help to develop solutions; prepare and present fund status reports for the Department Director and weatherization staff.
- **Request for Proposal and Bid Process Administration:** Prepare Request for Proposal documents (RFP) for the periodic selection of weatherization contractors; manage the selection process and prepare contract documents; assist staff with bid solicitations, making sure that the correct procurement process is followed; review and approve bid documents and advertisements, as well as oversee bid openings and the documentation of the bid process.
- **Strategic Leadership and Program Management:** Develop production goals and strategies for approval by the Department Director; consistently monitor systems and

program operations to track production of weatherized units to meet adopted goals; work with staff to identify and evaluate potential new projects; provide all internal and external reports on expenditures and production.

- **Policy and Procedure:** Utilize current knowledge and understanding of policy and procedural requirements of the Low Income Weatherization Program, the Bellevue Housing Repair Program, and other similar programs; comprehend and communicate policy requirements to resolve issues and avoid audit/monitoring findings by grantors; interpret and explain policy to the Department Director, staff, and property owners, as well as represent KCHA's interpretation of policy to funders and program monitors.
- **Supervision:** Supervise personnel in Administrative Specialist and Administrative Assistant positions with responsibility for applicant intake, review of applicant eligibility, file preparation, data entry, invoicing, reconciliation of fiscal and production information in multiple databases, and general administrative support.

[Click here for additional details regarding this position's classification specification.](#)

QUALIFICATIONS AND COMPETENCIES:

Required Qualifications:

- Bachelor's Degree and four years of experience with implementing programs providing assistance to low-income populations.
- Experience with contract management including budget review, fund allocation, and selection.

Equivalent combination of education and experience will be substituted on a year for year basis.

Required Knowledge, Skills, and Abilities:

- Knowledge, understanding, and ability to interpret federal and state regulations policies, and procedures.
- Knowledge and ability to supervise staff including coaching and mentoring and providing strong leadership in a dynamic work environment.
- Applies effective written and verbal communication techniques to convey clear and timely messages to internal and external stakeholders; communicates clearly and effectively via multiple methods.
- Ability to exercise independent judgment, using analysis, experience, and perspective in solving problems or communicating decisions or actions.
- Values diversity and possesses an understanding of multicultural and cultural competencies; ability to work effectively and positively with individuals of diverse cultural and socioeconomic backgrounds.
- Effective interpersonal relations skills with the ability to work collaboratively to garner the trust, respect, and confidence from others; can be relied upon to achieve excellent results; ability to work effectively under pressure in a fast paced environment.
- A collaborative team member who is also a strong leader with well-developed organizational and time management skills; ability to develop effective working relationships; works cooperatively, exchanges ideas, and addresses issues in a constructive manner.
- Adapts to changing business needs, conditions, and work responsibilities.
- Understands technical aspects of the position and continuously builds knowledge, keeping up-to-date on the technical or procedural aspects of the position.
 - Proficiency using Microsoft Office programs including Outlook, Word, Excel, database software, and other analytical software programs.

Desired Knowledge, Skills, and Abilities:

- Experience with energy conservation or construction.

Special Requirements:

- Consent to and pass criminal records background check.

POSITION INFORMATION AND APPLICATION PROCESS:

Application Requirements:

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The starting salary range of this position is \$32.85 - \$43.94 per hour (dependent upon qualifications). Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, reduced tuition, and retirement benefits are also available.

Physical Work Environment

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment. Incumbents frequently use standard office equipment including personal computers, telephone and related equipment. Work entails high volume processing with tight deadlines.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kcha.org>

600 Andover Park West
Tukwila, WA 98188
206-574-1100
206-574-1265

Position #2017040
ADMINISTRATIVE PROGRAM MANAGER - CAPITAL
CONSTRUCTION AND WEATHERIZATION
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Administrative Program Manager - Capital Construction and Weatherization Supplemental Questionnaire

- * 1. Do you have direct experience with the King County Housing Authority?
 - Yes, I am a current employee at KCHA.
 - Yes, I am a current temporary employee at KCHA.
 - Yes, I am a current resident of KCHA.
 - Yes, but not as described above.
 - No, I don't have any direct experience but I am willing to learn.
- * 2. Which best describes your level of education?
 - High School Diploma or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or Higher
 - None of the above
- * 3. Please identify your years of experience implementing programs providing assistance to low-income populations.
 - I have no experience in this area.
 - I have less than one year of experience.
 - I have 1+ to 2 years of experience.

- I have 2+ to 3 years of experience.
- I have 4 or more years of experience.
- * 4. Based on your response to the previous question, briefly describe your detailed experience with program implementation and providing assistance to low-income populations. If you indicated no experience please enter "NA" in the space provided.
- * 5. Which of the following best describes your experience with contract management including budget review, fund allocation, and selection?
 - I have no experience in this area.
 - I have less than one year of experience.
 - I have 1 to 3 years of experience.
 - I have 3+ to 5 years of experience.
 - I have more than 5 years of experience.
- * 6. Based on your response to the question above, briefly describe your detailed experience contract management. If you indicated no experience please enter "NA" in the space provided.
- * 7. Please identify your years of experience working with comprehensive policies, procedures, and/or regulations developed by others.
 - I have no experience in this area.
 - I have less than one year of experience.
 - I have 1+ to 2 years of experience.
 - I have 2+ to 3 years of experience.
 - I have 3+ to 4 years of experience.
 - I have more than 4 years of experience.
- * 8. Please identify your years of experience managing teams in the workplace.
 - I have no experience managing teams in the workplace.
 - I have less than one year of experience.
 - I have 1 to 3 years of experience.
 - I have 3+ to 5 years of experience.
 - I have more than 5 years of experience.
- * 9. Which of the following best describes your level of proficiency with Microsoft Office programs including Word, Outlook, and Excel?
 - I have no experience with Microsoft Office.
 - Beginner
 - Intermediate
 - Advanced
 - Expert
- * 10. Which of the following best describes your experience with database software programs?
 - I have no experience with database software.
 - Beginner
 - Intermediate
 - Advanced
 - Expert

* Required Question