



## King County

Invites Applications for the Position of:

### **Veterans Contract Specialist - PPM II**

Apply online at <http://www.kingcounty.gov/jobs>

*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:** 11/27/18 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 12/12/18 11:59 PM (GMT -8:00)

**SALARY:** \$34.33 - \$43.52 Hourly

**LOCATION:** Veteran's Program - 645 Andover Park West, Tukwila, WA 98188

**JOB TYPE:** Career Service, Part Time, Std Wkly Hrs Vary

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

**JOB NUMBER:** 2018AM8992

**SUMMARY:**

**The Department of Community and Human Services (DCHS) 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 experience.**

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant, and connected to community. DCHS seeks a Program/Project Manager (PPM) II to serve as a Contract Manager for the King County Veterans Program (KCVP) within the DCHS adult services work unit. **This announcement is a part-time (32 hrs/week), benefits eligible position.** The purpose of hiring a part-time position is to be inclusive of talented professionals like parents or caregivers whose life circumstances may not support their involvement in full-time employment.

The PPM II classification is the second level in a four-level project/program management series. The Veterans Contract Specialist will report to the Assistant Veterans Program Manager, and will oversee an assigned portfolio of programs within the Veterans Program. The majority of this position's work will focus on procurement processes, contracting, contract performance management, and community partnerships for assigned veterans programs from the Veterans, Seniors and Human Services Levy (VSHSL) [Implementation Plan](#).

The Veterans Program is one of four sections within the DCHS adult services work unit, which

also includes an older adults and healthy aging program, a vulnerable populations program, and an operations section.

**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/CONDITIONS:** This position is eligible for overtime with supervisory pre-approval. Typical work hours for a part time position will be subject to agreement upon hiring, but would typically fall within the typical days and hours for a full-time position, Monday – Friday 8am-5pm. This position is not represented.

**Recruiter:** [Anne.Masters@kingcounty.gov](mailto:Anne.Masters@kingcounty.gov)

#### **JOB DUTIES:**

- Design, implement and manage the ongoing performance of contracted programs within KCVP, key aspects of which include:
  - Developing subject matter expertise on policies, practices and program models that support veterans, servicemembers and their respective families;
  - Developing subject matter expertise on the vision, strategies and regulatory requirements of the VSHSL and Revised Code of Washington 73.08, as a means to support veteran program models in the community;
  - Designing program logic models and executing requests for proposal ("RFP") or similar procurement processes that honor community partnership, apply subject matter expertise, and yield awards to programs that can achieve positive change for the veterans they serve;
  - Ensuring continuous community partnership to remain meaningfully partnered and accountable to affected communities in all phases of work;
  - Negotiating and drafting contracts and contract exhibits that nurture partnerships with contractors and employ best practices in effective contracting and stewardship;
  - Monitoring contract performance to ensure timely payment, use of data to inform continuous process improvement, attainment of program outcomes, and strong county-contractor partnerships; and
  - Providing ongoing technical assistance and deploying VSHSL capacity building funds to support contract partners in reducing barriers to program success.
- Collaborate with teammates within KCVP and the adult services work unit's operations, fiscal, evaluation, communications and community partnerships staff to ensure cohesive work unit culture and processes that best serve KCVP contract partners and clients;
- Develop expertise in RFP best practices, King County Procurement requirements, and online procurement software like ZoomGrants;
- As necessary, participate in the coordination and operations of the VSHSL Advisory Board's Veterans Committee and the Veterans Advisory Board, including coordination of board member nomination processes, ensuring compliance with the Open Public Meetings Act, scheduling meeting facilities, drafting meeting agendas, compiling meeting materials, and drafting meeting summaries;
- Assist with budget development and budget tracking for assigned programs within KCVP;

- Serve on relevant intra-departmental, inter-department/jurisdictional and/or community-based committees and task forces that support veterans, military servicemembers and their families; and
- Perform other related duties as assigned.

### **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Successful candidates for this position will have:

- At least a basic understanding of equity and social justice (ESJ) principles, the courage to continue their ESJ development, and the commitment to apply ESJ learnings to improve program design and contribute to an inclusive workplace culture;
- The ability to write well and to provide a sample of effective professional writing, upon request;
- At least two years of previous professional and/or volunteer experience serving veterans;
- At least two years of professional experience with contracting, either in roles drafting or monitoring contracts or in roles performing contract-required human services and/or reporting on such contracts;
- Well-developed project management skills, with the ability to describe at least two major projects, each lasting a minimum of six months and involving collaboration with at least one other team member or stakeholder, in which the applicant applied project management processes to deliver a successful product or outcome;
- Previous experience working with community stakeholders to meaningfully shape analyses, policies, programs, or practices substantially informed by community input and values;
- A combination of life experience, professional experience, training, and/or education that enables credible collaboration with community partners who serve seniors and/or their caregivers;
- A team orientation with a willingness to coach, mentor and support colleagues while being coached, mentored and supported by colleagues;
- The curiosity to question established practices and the growth mindset to incorporate new ways of working, thinking, and relating;
- Valid Washington State Driver's License or the ability to travel around the county in a timely manner.

### **Desirable Qualifications**

- Previous experience designing and executing RFPs or similar competitive procurement processes in a human services context;
- Familiarity with the principles of results-based accountability or a similar outcomes-oriented planning and performance measurement methodology;
- Familiarity with King County's network of providers and local resources for veterans.

**Note: Online applications are preferred. However, if you cannot apply online, go to [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs) for other options.**

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**