



King County

Invites Applications for the Position of:

Housing Policy and Special Projects Manager

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: 01/02/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 01/16/19 11:59 PM (GMT -8:00)

SALARY: \$94,926.00 - \$120,324.05 Annually

LOCATION: Chinook Building - 401 5th Ave, Seattle

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

DIVISION: DCHS - Community & Human Services

JOB NUMBER: 2019AM9161

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. In a region facing the dual challenges of homelessness and housing affordability, policy and program innovation will be foundational to success. This career service position will manage the Housing, Homelessness and Community Development Division's Housing Policy, Planning, and Special Projects Program, including implementation of the Regional Affordable Housing Strategy. The Program Manager will direct a team of seven, and program responsibilities include affordable housing policy and planning, implementation of the Regional Affordable Housing Strategy, division special projects, and communications and outreach.

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 from the provisions of the Fair Labor Standards Act, and is not eligible for overtime. Typical hours are Monday - Friday 8am-5pm.

Recruiter: Anne.Masters@kingcounty.gov

JOB DUTIES:

- Serve as overall program lead for affordable housing, homeless, and community development policy and planning efforts. This may include leading executive and council requested projects and working with local jurisdictions on affordable housing and homeless policy.
- Lead DCHS in implementing the recommendations of the Regional Affordable Housing Task Force. This will include leading work to establish and coordinate a Regional Affordable Housing Committee, managing an inter-jurisdictional team of city and county staff, frequent coordination with senior executive staff, King County councilmembers and central staff, local municipal elected officials, and additional affordable housing stakeholders.
- Create legislation and status reports in support of the Regional Affordable Housing Taskforce to be adopted by the King County Council as well as support local jurisdictions in adopting portions of the Regional Affordable Housing Strategy applicable to their local government.
- Supervise Policy and Planning team of seven and matrix manage interdisciplinary teams addressing complex, politically sensitive projects or policies related to affordable housing, homelessness and/or community development.
- Oversee production and delivery of affordable housing plans, including the federal Consolidated Plan, federal Fair Housing Plan, the local housing component of the comprehensive plan, and other housing and homeless plans as required.
- Coordinate DCHS efforts in support of sub-regional affordable housing and community development efforts, including those in both East and South King County.
- In conjunction with Division leadership, direct communications and outreach efforts, including preparation and staffing for community meetings.
- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Two or more years' experience working on affordable housing and/or homeless issues, with a primary focus on housing and homeless policy.
- Demonstrated ability to work collaboratively with multiple stakeholders, including elected officials, nonprofit partners, and jurisdictional staff to implement affordable housing policies.
- Demonstrated experience managing efforts to create and implement multi-jurisdictional plans related to affordable housing and/or homelessness.
- Supervisory experience, including managing a team simultaneously working on multiple policy and planning projects. Team matrix management is acceptable.

- Familiarity with local, state, and federal fund sources for affordable housing and homelessness.
- Excellent writing skills and the ability to develop reports for public presentation.
- Excellent communication skills including the ability to make presentations to large and small groups.
- Demonstrated ability to work with a variety of stakeholders who may have markedly different perspectives, including individuals, teams and agencies.
- Strong facilitation and negotiation skills, and the demonstrated ability to develop partnerships with stakeholders to build consensus and develop reasonable solutions to issues and problems.
- Ability to work in a collaborative manner as a team member both internally and externally with staff, elected officials, and members of the public.

Desired Qualifications

- Success working with local elected officials and staff to create and/or implement affordable housing and homeless strategies.
- Familiarity with King County affordable housing issues and knowledge of sub-regional differences.

Note: Online applications are preferred. However, if you cannot apply online, go to 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.

Housing Policy and Special Projects Manager Supplemental Questionnaire

- * 1. This job requires experience working on affordable housing and/or homeless issues, with a primary focus on housing and homeless policy. Describe how you meet this requirement.
 - * 2. Please list the name(s) of the Organization(s), including the beginning and ending dates of your supervisory or team matrix management experience. Also provide details of your experience in this leadership function.
 - * 3. King County has transformed its work on equity and social justice from an initiative to an integrated effort that applies the principle of "fair and just" intentionally in all the county does in order to achieve equitable opportunities for all people and communities. What is the most important equity or social justice issue to you and why?
- * Required Question