



King County

Invites Applications for the Position of:

Housing and Community Development Project Program Manager I

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: 02/20/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 03/06/19 11:59 PM (GMT -8:00)

SALARY: \$32.75 - \$41.51 Hourly

LOCATION: Chinook Building - 401 5th Ave, Seattle

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

DEPARTMENT: DCHS - Community & Human Services

JOB NUMBER: 2019SC9415

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' Housing and Community Development (HCD) program has four Project/Program Manager I (PPM I) positions open to support the following programs:

- Homeless Housing Program (HHP) which manages initiatives and contracts for housing and services designed to support persons who are homeless and community efforts to make homelessness rare, brief and one time;
- Prevention and Diversion Program which manages a portfolio of Youth and Family Homelessness Prevention Initiative and Housing Stability contracts and works to

coordinate community resources to prevent individuals and families from losing their housing as an important strategy for ending homelessness;

- Policy and Special Projects team which supports affordable housing policy and planning, implementation of the Regional Affordable Housing Strategy, division special projects, and communications and outreach.
- Capital Programs team which provides resources for the development of affordable housing and community development activities, funding to low-moderate homeowners for home repairs, and oversees the asset management of DCHS's capital investments.

HCD works with partners internal and external to King County to provide resources for housing, operating/services and community development activities to further the vision promoting healthy and vibrant communities where everyone has a stable home. The central focus of these positions is to provide project/program level support to each of the four teams expanding programmatic activities providing resources to individuals and sponsor organizations throughout King County.

WHO MAY APPLY: These positions are open to all qualified candidates that meet the minimum qualifications. 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 of housing instability.

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: These positions are eligible for overtime (nonexempt) with supervisory preapproval. The typical work week is normally Monday through Friday, 8:00 a.m. to 5:00 p.m.

RECRUITER: Susan Churchill: susan.churchill@kingcounty.gov

JOB DUTIES:

- Assist with the development of reports, project plans, contracts and contract amendments with non-profits, community based agencies, local jurisdictions, housing authorities as well as homeowners providing various types of housing, services and community development activities.
- Assist multiple program staff with both desk and on-site monitoring, including site visit interviews, to ensure programmatic and administrative contract compliance from County contracted agencies.
- Respond to inquiries from County contractors and provide technical assistance regarding contracting requirements, procedures, and processes.
- Gather and review data for performance review and preliminary analysis, recommend approval for payment of invoices, and process approved payments, and identify problems with data and follow-up with program coordinators and providers as needed.
- Draft correspondence to various project stakeholders, County contractors, the general public and others.
- Provide assistance planning for competitive request for proposal processes.
- Participate in opportunities to network with other jurisdictions in order to coordinate and share information.
- Perform other related duties or special projects as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Bachelor's degree in social work, business or public administration, or related field **or** at least two years of experience working in government or housing and social services environment.
2. Knowledge/experience in one or more of the following: homelessness prevention and diversion; homelessness and the local homeless social service system; affordable housing industry; community development policy and planning.
3. Knowledge/experience working with or monitoring contracts in a social service, real estate or government environment.
4. Intermediate proficiency in MS Excel and basic quantitative skills and ability to analyze data in Excel, compare numerical data, and develop written reports as well as process payment requests. Intermediate proficiency in MS Word and Outlook.
5. Knowledge of equity and social justice principles and practices, and understanding of the effects of place-, race- and policy & systems-based inequities on marginalized communities.
6. Strong communication skills.
7. Analytical and problem solving skills.
8. Ability to work under multiple deadlines, work on a number of tasks simultaneously, and organize and prioritize work quickly in response to changing needs.
9. Excellent interpersonal skills including demonstrated ability to constructively manage conflict and the ability to respond clearly and effectively to inquiries from stakeholders, contractors and the public.
10. Experience and ability to work in a collaborative manner as a team member both internally and externally with staff, service providers, and members of the public.
11. Exposure (beginner skills) to MS PowerPoint.
12. Highly developed organizational skills including following through on assigned tasks, tracking of paper and computer based documents and the ability to meet deadlines.
13. Valid Washington State Driver's License or the ability to travel throughout the County in a timely manner.

Desired Qualifications:

Proficiency in SharePoint.