



## King County

Invites Applications for the Position of:

### Capital Programs Manager/Special Projects Manager 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:** 05/17/19 12:00 AM (GMT -8:00)

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

**SALARY:** \$101,937.68 - \$129,211.89 Annually

**LOCATION:** Chinook Building - 401 5th Ave, Seattle

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

**DEPARTMENT:** DCHS - Community & Human Services

**JOB NUMBER:** 2019SC9958

**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.

The Housing, Homelessness, and Community Development Division (HHCDD) 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. This position is a part of the Policy and Special Projects team within HHCDD, which supports affordable housing policy and planning, implementation of the Regional Affordable Housing Strategy, division special projects, and communications and outreach.

**WHO MAY APPLY:** This position is open to all qualified candidates that meet the minimum qualifications.

**REQUIRED MATERIALS:** Candidates who wish to be considered for this position must submit a complete online King County application and respond to the supplemental questions.

**WORK SCHEDULE/CONDITIONS:** This position exempt from the provision of the Fair Labor Standards Act, and is not overtime eligible. Typical hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**RECRUITER:** Susan Churchill: [susan.churchill@kingcounty.gov](mailto:susan.churchill@kingcounty.gov)

**JOB DUTIES:**

- Serve as overall program lead and set work plans for the Housing Finance, Housing Repair, Community Development and Asset Management capital programs, which includes determining the role and scope of various initiatives, assuring alignment with HHCDD/DCHS strategies, business needs or values, and set priorities subject to review by project sponsors.
- Supervise team of 16 across four programs, including 4 direct manager reports (Community Development program coordinator, Housing Repair program coordinator, and Housing Finance program coordinator and Asset Management program coordinator) and 1 direct Project/Program Manager I supporting the capital team. Additionally when any one program Coordinator position is vacant the Capital Programs Manager steps in to directly supervise that team.
- Coordinate with the Special Projects Site Redevelopment Planner to manage a complex large scale body of work that requires multiple agency integration, implementation and resources in order to take advantage of redevelopment opportunities on publicly owned property, either controlled by the County, another local jurisdiction and/or Sound Transit.
- Build and maintain relationships to work in close coordination with the HHCDD Services and Policy Sections as well as various DCHS Divisions; partners in other County Divisions such as Metro, Facilities Management Division, and Local Services, as well as external partners at the Housing Authorities, the City of Seattle Office of Housing, the State Department of Commerce, the Washington Housing Finance Commission, A Regional Coalition for Housing, community stakeholders and others.
- Direct capital programs in the disbursement and contracting of over \$30 million in capital funding awards annually, including RFP preparation and release, required public meetings, project review and documentation for award process, coordination with inter-agencies and inter-jurisdictions, reporting to various oversight boards including annual reports to County Council for specific funding sources, authorizing contract expenditures, construction management, project close out and long term Asset Management of the capital portfolio.
- Serve as lead for managing and developing responses to public records requests as well as requests from Council members and/or their staff for information related to the capital programs.
- Participate in local, state and federal funder alignment processes, ensuring that King County capital projects fairly compete for and leverage other public funds.
- Coordinate with the Policy and Special Programs Manager II regarding policy discussions on how best to target and allocate HHCDD capital funds for all capital programs. This should be informed by national best practice.
- Ensure compliance with local, state, and federal fund sources, including notification, documentation, and audit responsibilities.
- Working with Community Development program coordinator, serve as lead for Community Development Block Grant (CDBG) interlocal cooperation agreement discussions with

CDBG consortium members, focused on modifications to any set aside funding, regional allocation, and program administration.

- Working in conjunction with program coordinators, on identifying and implementing new funding options as those arise to broaden the focus of each capital funding program and continue to explore use of innovative program models such as; alternate construction methods, as accessory dwelling units as an affordable housing alternative, partnerships with community lead development particularly in unincorporated areas.
- Perform other related duties or special projects as assigned.

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

- Experience managing a variety of capital funding sources, including compliance with local, state and federal requirements.
- Supervisory experience, including managing teams engaged in housing and community development.
- Strong background in federal fund sources, including use of Low Income Housing Tax Credits (LIHTC), HOME and CDBG funds.
- 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 to build relationships and ability to work with a variety of stakeholders who may have markedly different perspectives, including individuals, teams and agencies.
- Strong facilitation, problem solving 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, service providers and members of the public.

#### **Desired Qualifications**

- Particular expertise in community development capital financing programs (including but not limited to affordable housing), including allocation through competitive funding processes.
- Demonstrated effectiveness in funder collaboration at both the state and local level.
- Effective at leading program innovation, including working with staff and external stakeholders on new programs from design through implementation and continuous evaluation.

**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.**