



CITY OF AUBURN
invites applications for the position of:
SKHHP Program Manager

25 WEST MAIN STREET
 AUBURN, WA 98001
 HUMAN RESOURCES: 253-931-3040
www.auburnwa.gov

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SALARY

Monthly
 \$7,416.93 - \$9,117.33

Annually
 \$89,003.20 - \$109,408.00

OPENING DATE: 05/15/19

CLOSING DATE: Continuous

DEPARTMENT: Community Development

POSITION DETAILS: ***To be considered for the first review of applications, please apply by 11:59 p.m. on Wednesday, June 12th***
The first review of applications will be on Thursday, June 13th

About SKHHP

South King Housing and Homelessness Partners (SKHHP) is a new collaboration involving King County and nine South King County cities. SKHHP assists member governments in developing affordable housing policies, strategies, programs, and development regulations. The collaborative supports the cities' efforts to preserve and create high-quality housing affordable to low- and moderate-income households and addresses the plight of those experiencing homelessness. SKHHP is managed by an executive board made up of the jurisdictions' mayors, city managers, or administrators (or their designated representatives).

The SKHHP program manager will report to the executive board. One of the member cities will act as the administering agency of SKHHP and all SKHHP staff will be employees of that city. In this unique role, the SKHHP program manager must coordinate with the SKHHP executive board and with senior level staff and councils from member jurisdictions to ensure that SKHHP activities remain aligned with the housing policies of each member jurisdiction. Office space and necessary equipment will be provided. Position will have remote access capability to work from any jurisdiction in South King County for efficiency.

While this is a senior position and the incumbent must be able to work with an appropriate level of self-direction, it is expected that the program manager will carry out the SKHHP goals, objectives, and annual work plan as defined and overseen by the executive board and approved by the legislative body of each SKHHP member jurisdiction.

***This a newly created position that will be working collaboratively with nine cities and the county. This is an exciting opportunity for the selected candidate to build this program from the ground up, and make a difference in the community! This position will begin working for the participating municipalities throughout the end of 2020, and upon successful completion of a development plan that**

addresses the initiative has a foreseeable future of continuing beyond 2020. *

PRIMARY DUTIES Responsibilities of the SKHHP Program Manager

- Oversee the work and administration of SKHHP, including:
 - providing lead staff support for the executive board;
 - managing professional and/or administrative staff;
 - developing and overseeing an annual program budget of \$275,000;
 - developing and implementing an annual work plan that meets the needs of all member jurisdictions.
- Develop and support the work of an advisory board, which is appointed by and provides funding and programmatic recommendations to the executive board.
- Provide member jurisdictions with expert technical assistance in:
 - data collection, analysis, and reporting;
 - marshaling the resources, land use policies, and regulations that increase the preservation and development of affordable housing.
- Establish and oversee administration of a housing capital fund (*when and as directed by the Executive Board*) to provide direct assistance for affordable housing, including:
 - bringing deep understanding of financing for market rate and affordable housing;
 - adapting the above to individual circumstances;
 - coordinating with other funders.
- Maintain positive relationships with residents, housing developers, funders, elected officials, and commissions/councils of SKHHP member jurisdictions.
- Deliver presentations to city and county leadership and councils, other elected officials, regional committees, and other stakeholders and conduct public outreach to strengthen understanding of the spectrum of affordable housing options and the range of related needs, opportunities, and community benefits.
- Advocate persuasively for solutions informed by all issues affecting the unique affordable housing needs of South King County residents.
- Identify future challenges and develop strategies and tactics to position SKHHP to meet those challenges.
- Identify issues requiring strategic or context-sensitive intervention and respond quickly and effectively to problems.
- Ensure the alignment of SKHHP with federal, state, and local laws, regulations, policies, and procedures and ensure the work is informed by current literature, trends, regulations, and developments related to housing (affordable housing in particular).

Required Competencies. The SKHHP Program Manager must be able to:

- Instill trust in the work of SKHHP through honesty, integrity and authenticity.
- Demonstrate unflinching commitment to the principles and practices of collaboration.
- Articulate a clear understanding of the complexities of, and linkage between affordable housing and homelessness and commitment to the urgency of the need, as well as, solutions for both.
- Lead a new partnership, help create role clarity, and foster alignment with SKHHP goals, objectives, and annual work plan among member jurisdictions.

- Accurately interpret and provide clear explanation of codes, ordinances, and policies.
- Demonstrate advanced skills and knowledge in complex policy, process, and community dynamics and work comfortably in those arenas.
- Observe and evaluate trends, collect and analyze data, draw logical conclusions, and make sound decisions.
- Oversee the identification of potential funders, completion of professional written funding applications and all required grant reporting and compliance.
- Discern the unique needs of a variety of audiences and tailor clear, effective messaging to them, making the case for affordable housing, and debunking myths using credible qualitative and quantitative data.
- Maintain a strong focus on building customer relationships and developing solutions to meet both customer needs and program objectives.
- Apply advanced understanding of the organization, management, governance, and regulations pertaining to municipalities and community-based organizations.
- Establish and maintain effective working relationships with public and private officials at all levels as well as with coworkers, resident groups, media, and the general public.
- Work in various public settings with a wide range of interested parties.
- Communicate professionally both orally and in writing; public speaking in small and large group settings.
- Develop, manage to, monitor, and report on key performance indicators.

Work Location: The primary work location for this position is Auburn City Hall's Annex, 1 E Main St, Auburn WA 98001; **travel is required to other member jurisdictions in King County.** There is also a satellite office located in the City of Burien.

MINIMUM QUALIFICATIONS

Required Education, Experience, Core Values, etc.

- A degree from an accredited four-year college or university in land-use planning, community development, urban planning, public policy, architecture, or closely related field (or documented experience that establishes sufficient competency in those areas).
- A minimum of three years' related experience with an advanced practical knowledge of urban planning, land use issues, and affordable housing finance and development, including:
 - comprehensive plans, land use codes, and regulations, especially as they relate to housing;
 - real estate financing/project feasibility analysis and development for affordable housing;
 - administering, monitoring, and/or developing land use codes and regulations as they relate to housing;
 - collection, analysis, and reporting of reliable and valid data (both qualitative and quantitative).
- A minimum of three years' experience supervising staff, managing budgets, and providing leadership to complex projects or teams.
- A minimum of three years' experience working closely with elected officials and senior governmental staff.
- Has a valid Washington State Driver's License and access to a reliable vehicle to travel in King County. The selected candidate will be required to use their personal vehicle to travel, but mileage reimbursement is provided.

**ADDITIONAL
INFORMATION****Preference Will Be Given to Candidates With:**

- Strong and demonstrable personal commitment to racial and social equity and experience working in partnership with communities of color.
- Successful track record raising public and private funds for affordable housing.
- Previous experience in a leadership or influencer role within a collaborative.

Participating Cities/Counties Include:

- Auburn
- Burien
- Covington
- Des Moines
- Federal Way
- Kent
- King County
- Normandy Park
- Renton
- Tukwila
- Unincorporated SKC

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SKHHP Program Manager Supplemental Questionnaire

- * 1. Please indicate your highest level of education completed:
- High School Diploma
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or higher
 - N/A
- * 2. Please indicate your years of experience with urban planning, land use issues, and affordable housing finance and development:
- Less than 3 years
 - 3-5 years
 - 5 or more years
- * 3. Please indicate your years of experience supervising staff, managing budgets, and providing leadership to complex projects or teams:
- Less than 3 years
 - 3-5 years
 - 5 or more years
- * 4. Do you have a valid state driver's license?
- Yes No
- * 5. Are you willing and able to use your own vehicle to travel to participating agencies in King County? (NOTE: Mileage reimbursement will be provided)

Yes No

- * 6. Please explain your experience working closely with elected officials and senior governmental staff:

- * 7. This position requires working for multiple municipalities, who don't always have the same interests. Please briefly explain your experience with reporting to multiple individuals who have competing interests, simultaneously.

- * 8. Please describe your experience with racial and social equity, and with working in partnership with communities of color.

- * 9. Please describe your experience supervising and leading others.

- * Required Question