



King County

Invites Applications for the Position of:

Opportunity Youth System Manager - PPM III - Special Duty or TLT

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: 08/15/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 08/28/19 11:59 PM (GMT -8:00)

SALARY: \$86,344.54 - \$109,446.48 Annually

LOCATION: YouthSource - 645 Andover Park West, Tukwila, WA 98188

JOB TYPE: Special Duty Assignment or Term Limited Temp (TLT)

DEPARTMENT: DCHS - Community & Human Services

JOB NUMBER: 2019SC10474

SUMMARY:

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.

The Department of Community and Human Services (DCHS) provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

This position requires a strong leader with the proven ability to bring partners together to cultivate and strengthen the re-engagement System that is focused on improving educational and employment outcomes for youth ages 16-24 who are neither employed nor in school. The goals of the System include: ensuring that opportunity youth are effectively connected to the best re-engagement program for them based on their needs, re-engagement providers are providing high-quality services, that new programs or services are developed when needed to meet the needs of opportunity youth in King County, and that data is used to identify gaps, track progress and ensure quality and continuous improvement. This position requires a leader with the proven

ability to achieve goals in a high-pressure environment and ability to work with diverse stakeholders representing multiple sectors. This position reports to the Youth Programs Coordinator and is a **Special Duty Opportunity or Term Limited Temporary (TLT) that will end on approximately 12/31/2020.**

WHO MAY APPLY: This position is open to all candidates who meet the 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 is overtime exempt. The typical work week is Monday through Friday, 8:00 a.m. to 5:00 p.m. This position is not represented.

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

JOB DUTIES:

- Establish partnerships with the Re-engagement System site leaders and other key partners including school districts, community colleges and nonprofit organizations involve in re-engagement work;
- Facilitate agreements and operationalize commitments across partners, including convening partners regularly;
- Support new program development and capacity building across programs;
- Identify and share promising practices across programs; and
- Provide professional development and technical assistance opportunities that help providers implement quality practices and policies.
- Supervise and support the Outreach and Recruitment team, (currently one supervisor for four young adult Peer Connectors), and provide direction and leadership for the System's Outreach/Recruitment strategy;
- Serve as the subject matter expert on Opportunity Youth and the Opportunity Youth Re-engagement System;
- Maintain up-to-date information on program supply and needs, including a gap analysis;
- May be asked to design and implement requests for proposals and negotiate/execute contracts with community based agencies;
- Work with partners (e.g. Community Center for Education Results/Road Map Project) to maintain a data-driven understanding of opportunity youth (demographics, employment status, education status and barriers to employment and education measures of success, and Re-Engagement system performance);
- Work with partners to identify system barriers and strategies to drive continuous quality improvement that leads to better outcomes for youth/young adults (completion of secondary credentials, enrollment into post-secondary, persistence in post-secondary, employment);
- Perform other related duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Bachelor's Degree in Social Work, Education, Public Administration or related field. Increasingly responsible experience in program management, planning, development and implementation or a combination of education and experience preferred.
2. Recent experience in program development/management for youth/young adults ages 16-24, preferably Opportunity Youth or youth with challenges to education and employment.
3. Strong knowledge of the King County Opportunity Youth Re-engagement System and/or programming/services for young people in King County.
4. Five years of demonstrated supervisory skills, or other relevant experience that demonstrates the ability to supervise and support a multidisciplinary team.
5. Proven ability to convene partners including strong facilitation skills and ability to gain commitments from diverse partners, and operationalize those commitments.
6. Demonstrated experience in strategy development and implementation.
7. Ability to multitask and work in stressful situations involving changing deadlines and expectations.
8. Strong leadership and management skills, as well as strong organizational skills and attention to detail.
9. Demonstrated team building skills, both internal and external teams.
10. Demonstrated knowledge of and work experience with budget management and program development, specifically in the youth/young adult service environment.
11. Demonstrated experience in ensuring program compliance with contract policies, procedures, program requirements, and regulations.
12. Demonstrated experience in gathering, maintaining, and analyzing data and developing standard reports for reporting tracking results and supporting continuous quality improvement.
13. Strong ability to develop formal written reports for professional and community audiences.
14. Demonstrated ability to develop and maintain collaborative partnerships with stakeholders.
15. Demonstrated experience with Microsoft Office Suite and reporting tools.
16. Valid Washington State Driver's License or the ability to travel throughout the county in a timely manner.
17. Ability to pass a Washington State Patrol background check on a post offer/pre-hire basis

Desired:

- Master's degree in social work, education, public administration or related field.
- Experience in multi-sector strategy development and implementation.
- Demonstrated ability to identify systems gaps and develop strategies for continuous quality improvement.
- Experience implementing requests for proposals and supporting community based agencies.

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.