



King County

Invites Applications for the Position of:

Affordable Housing Redevelopment Program Manager (PPM III)

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: 07/12/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 07/31/19 11:59 PM (GMT -8:00)

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

LOCATION: Chinook Building - 401 5th Ave, Seattle

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

DEPARTMENT: DCHS - Community & Human Services

JOB NUMBER: 2019SC10275

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.

Are you a skilled project manager with a passion for affordable housing? Do you thrive on bringing order to ambiguity and working in teams across disciplines? Can you move quickly between big picture vision and project-level details? King County's Department of Community and Human Services (DCHS) is looking for you!

The Housing, Homelessness, and Community Development Division (HHCDD) of DCHS is seeking an Affordable Housing Redevelopment Program Manager to advance the County's efforts to increase the supply of affordable housing. This position leads the Department's large scale and/or public site redevelopment portfolio and represents DCHS in equitable Transit-Oriented Development policy development and implementation.

DCHS provides equitable opportunities for people to be healthy, happy, self-reliant and connected to community.

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 Task Force Recommendations and Five-Year Action Plan, division special projects, and communications and outreach.

WHO MAY APPLY: This position is 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.

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 exempt from the provisions 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

JOB DUTIES:

- Serve as department lead for large scale and/or public site redevelopment portfolio, ensuring the creation of dynamic, mixed-income communities, inclusive of Transit-Oriented Development (TOD).
- Lead DCHS's approach to the use of public land for affordable housing development.
- Represent DCHS in County-wide TOD policy and program efforts.
- Work with internal and external partners to identify and track potential sites for the development of affordable housing.
- Coordinate with external partners and contractor assistance to conduct feasibility analyses to determine site suitability for affordable housing development.
- Lead meetings with project stakeholders, including elected officials, local community members, housing developers, Sound Transit, Metro, and others, with the goal of building consensus on program and project approach.
- Ensure that the County's Equity and Social Justice goals are incorporated into development feasibility.
- Lead and/or assist in the development of Request for Proposal (RFP) materials for any large scale or public site redevelopment related RFPs where DCHS has an interest.
- Participate and lead site project working groups, effectively advocating for DCHS and County objectives.
- Work collaboratively with the Capital Programs team, across departments, and with external partners to deploy funding resources to address housing needs.
- Respond to inquiries and provide technical assistance to stakeholders and co-workers across County departments, related to site feasibility for affordable housing.

- Perform other related duties or special projects as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

1. Bachelor's degree in public administration, urban planning, real estate, finance or related field and/or equivalent education and experience, plus at least 2 years of working in affordable housing real estate development or managing a related program.
2. Excellent oral and writing skills with the ability to communicate effectively and work with a diverse population.
3. Excellent project management skills and demonstrated ability to coordinate and track multiple complex projects with competing deadlines.
4. Demonstrated ability to work with a variety of stakeholders and project partners with sometimes varying objectives.
5. Strong facilitation, negotiation and creative problem-solving skills.
6. Knowledge of affordable housing development.
7. Experience working in a collaborative manner as a team member both internally and externally with staff, developer partners and members of the public.
8. Ability to work independently, but with sensitivity to the context of a broader organization.
9. 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.
10. Valid Washington State Driver's License (within 6 months of hire) or the ability to travel throughout the County in a timely manner.
11. Proficient skills in 2016 Microsoft Suite: Word, Excel, Outlook and the internet.

Desired Qualifications

1. Experience working with community members and elected officials on complicated and potentially controversial projects.
2. Proven skills in strategic management, ideally applied on affordable housing issues.
3. Understanding of zoning and code requirements for housing development.
4. Experience conducting feasibility analyses of potential sites for affordable housing development.
5. Knowledge of affordable housing finance.
6. Experience working on competitive procurement processes such as RFPs, in crafting language and evaluation criteria.