

Employment Opportunity  
City of Seattle  
Office of Housing  
Place-Based Policy/Program/Project Development Manager  
\$95,000 - \$110,000 per year plus excellent benefits package

The Seattle Office of Housing's (OH) mission is to build strong, healthy communities and increase opportunities for people of all income levels to live in our city. We are recognized leaders in funding collaboration, in financing housing for homeless and low/moderate wage worker housing, as well as in promoting sustainable building practices. Our initiatives help stimulate housing development, allowing families to thrive and neighborhoods to provide a full range of housing choice and opportunity. This position reports to the Director and manages the OH Place-based Policy/Program/Project Development Unit.

Job Responsibilities

- Manage the OH Place-based Policy/Program/Project Development Unit responsible for:
  - Strategic Planning (Housing sections of Seattle's Consolidated Plan and Comprehensive Plan)
  - HUD Challenge Grant
  - Promoting Transit Oriented Development (TOD)
  - Incentive Programs (Incentive Zoning and Property Tax Exemption)
  - Housing data research and analysis
  - Joint use development on city or other publicly owned sites
- Supervise three professional staff.
- Strategic Planning: annually update the Consolidated Plan's housing section; prepare the Fair Housing Analysis of Impediments; assist in preparation of the Comprehensive Plan housing section.
- Work on strategic updates to Incentive Zoning: simplify programs, develop options to achieve effective results, create program descriptive materials for meetings with developers and public.
- Develop new and more targeted approaches to identify strategic housing goals and outcomes; develop options and outreach strategies.
- Lead administration of the 2012-2014 HUD Challenge Grant
- Oversee implementation and administration of incentive programs: Multi Family Property Tax Exemption and Incentive Zoning. Work with project developers to explain program options; review program applications and negotiate agreements; track project data; prepare periodic reports for Mayor/City Council review; maintain procedure/policy reference guides; periodically refine program requirements through Ordinance preparation and review by City Council.
- Work with other city departments on redevelopment of selected city-owned sites, including affordable housing in mixed-use projects – create project development schedules, assist in conducting RFP processes, work with selected developers to achieve identified outcomes.
- Analyze various housing data sources to update housing needs assessments; analyze foreclosure data to understand Seattle patterns and impact; respond to Mayor/Council requests for information.
- Help create TOD policies and programs promoting equitable TOD at key station locations.
- Work with Puget Sound Regional Council on affordable housing issues associated with HUD Regional Grant.
- Coordinate and establish effective working relationships with other city offices and departments.
- Establish effective working relationships with other public and private funders, nonprofits and for-profit developers.
- Provide leadership on housing issues within the City of Seattle and at the State/Federal levels.
- Address diversity issues at the staff level, as well as at the project funding level, particularly in determining how best to create housing for priority populations groups.
- Participate at conferences addressing housing issues.
- Develop collaborative approaches to involving stakeholders in program administration.
- Work with Unit staff to create and maintain consistent project review and development procedures and processes while maintaining flexibility to respond to unique project issues.

### Qualifications

Education: The equivalent of a baccalaureate degree in business administration, public policy, economics, urban planning or related field.

Experience: Five years of high-level program administration experience addressing affordable housing issues; at least three years of supervisory experience. Experience acting as a technical expert on affordable housing issues, and developing recommendations for senior management on policy options and program direction. Experience communicating to internal and external audiences as an authoritative representative of elected officials or executives on significant issues related to priority programs and services, for the purpose of garnering support, shaping opinions, advocating controversial positions, and achieving important objectives.

The successful candidate will be required to:

- pass a criminal background check
- hold a drivers license and pass a driving record review, or show evidence of equivalent mobility

### Additional Requirements:

- Knowledge of affordable housing program issues, programs, trends, challenges and opportunities.
- Experience working with nonprofit housing agencies, with ability to demonstrate understanding of their challenges and expertise.
- Experience working with private developers, with appreciation for the regulatory, financial and program assistance needed for projects to address affordability challenges.
- Experience with affordable housing policy issues – creating policy, processes for establishing and changing policy.
- Experience with applying for and administering grants.
- Experience administering complex and sometimes controversial affordable housing programs.
- Excellent oral and written communication skills, including the ability to represent the office in public forums, and negotiate complex and controversial issues with senior officials.
- Ability to explain complex affordable housing issues to elected officials, citizens, and colleagues in City government and other agencies.
- Ability to work effectively with diverse organizations and communities.
- Ability to identify and address race-based disparities.
- Ability to find new approaches and creative solutions to affordable housing issues.
- Ability to manage programs and projects, needing to periodically revise guidelines or procedures to meet unique project needs.
- Ability to be creative and adapt to rapid changes in turbulent economic times.
- Ability to establish effective and collaborative working relationships with other colleagues, agency offices, staff.

### Additional Information

Initial review to select the most competitive candidates for further consideration will be based on the application form and supplemental questionnaire responses and not on the resume, cover letter, or other attachments. "See attached" or "see resume" on the application form or supplemental questionnaire will be considered nonresponsive.

### How to Apply

Apply online for job #2011-00825 at [www.seattle.gov/jobs](http://www.seattle.gov/jobs). **Filing closes Tuesday, February 14, 2012 at 4 PM.**

For additional information, see [www.seattle.gov/jobs](http://www.seattle.gov/jobs) and [www.seattle.gov/housing](http://www.seattle.gov/housing).

**The City is an Equal Opportunity Employer that is committed to diversity in the workplace.  
The City is a Drug Free Workplace.**