GENERAL SUMMARY
Under the direction of the Human Services Director this position will oversee the work and administration of SSHA3P. This position reports to an executive board comprised of elected officials from member governments. The position is responsible for developing and carrying out an executive board approved work plan that will promote affordable, attainable, and accessible housing regionally in Pierce County. The Manager is a member of the Pierce County Human Services leadership team.

SERIES CONCEPT

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Develop agendas and materials for executive board meetings; work with the executive board to create and support the work of a community advisory board.
- Develop and oversee an annual program budget.
- Develop and implement an annual work plan that meets all member governments’ needs.
- Coordinate the inputs/needs of the member governments and assist the executive board in incorporating those into the annual work plan; communicate progress and outcomes.
- Manage the provision of affordable/attainable/accessible housing technical assistance requested by member governments including data collection, research, analysis, and reporting.
- Connect member governments who are working on similar policies, projects and/or programs.
- Establish and oversee administration of a housing capital fund (when created by the executive board) to provide direct assistance for affordable housing.
- Develop and maintain positive relationships with residents, housing developers, funders, county residents, elected and appointed officials, and commissions/councils/staff of SSHA3P member governments.
- Deliver presentations to city, tribal and county leadership and councils, other elected and appointed officials, regional committees, and other stakeholders.
- Gather advocacy priorities from member governments and assist in the development of annual legislative priorities and coordination.
- Ensure the alignment of SSHA3P 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 overall, and affordable housing.
- Coordinate the appropriate integration of the staff working group of participating governments, and an advisory board of stakeholders.
Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules, and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.

Work independently and proactively identify emergent issues or problems, bring them to the attention of decision-makers, and develop recommendations for solutions.

**Other Job Functions**
- Perform other job functions as assigned.

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**MINIMUM QUALIFICATIONS**

**Education and Experience**
Bachelor’s degree in land-use planning, community development, urban planning, public policy, architecture, or a closely related field; and five years of experience in one or more of the following: urban planning, land use issues, legislative analysis and/or 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; legislative analysis working with elected officials; and collection, analysis, and reporting of reliable and valid data (both qualitative and quantitative). Must have experience supervising staff, managing budgets, and providing leadership to complex projects or teams and experience working closely with elected officials and senior governmental staff.

Additional education and experience that clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis.

**Licenses or Certifications**
A valid Washington State driver’s license or the ability to otherwise meet the travel requirements of the position is required.

**OTHER JOB REQUIREMENTS**
Must authorize and complete a background check prior to employment. Work a flexible schedule, which may include evenings, weekends, and holidays.

**PREFERRED QUALIFICATIONS**
Preference will be given to candidates whose experience includes a leadership or influencer role within a collaborative and a track record of success in securing public and private funds for affordable housing. The ideal candidate will have a legislative background and/or experience facilitating meetings and committees with elected officials.

**SUPERVISION**
Work is performed with considerable independent judgement and decision-making authority, consulting with higher-level staff in matters involving policy direction or clarification. This position may have full supervisory responsibility.
COMPETENCIES

Knowledge of:

- Principles and practices of public administration, organization, personnel management, and modern supervisory practices.
- Potential funders, completion of professional written funding applications, and all required grant reporting and compliance.
- Advanced understanding of the County organization, County business needs, governance, regulations pertaining to municipalities and community-based organizations and the needs of Pierce County citizens.
- Complex policy, process, and community dynamics and work comfortably in those arenas.
- Codes, ordinances, and policies related to residential A3 housing development and land use and zoning etc.

Skill in:

- Working with a variety of individuals from diverse backgrounds.
- Personal computer processing: word processing, presentation software, and spreadsheet applications and terminology.
- Highly effective interpersonal skills, decision making, and problem-solving skills, systems thinking skills and proven effective communication skills (written and verbal) and effective negotiation, persuasion, and presentation skills.
- Managing subordinates.

Ability to:

- Instill trust in the work of SSHA3P through honesty, integrity, and authenticity.
- Develop, manage to, monitor, and report on key performance indicators.
- Recognize racial equity issues that require critical thinking through the lens of institutional and structural racism and intersections with poverty and access to affordable housing. Able to relate equity matters to the diversity of Pierce County governments.
- Demonstrate unfailing commitment to the principles and practices of collaboration.
- Demonstrate commitment to the urgency of housing needs across the income spectrum and the complexity of how to deliver it effectively.
- Lead a new partnership, help create role clarity, and foster alignment with SSHA3P goals, objectives, and annual work plan among member governments.
- Assess the relative advantages and disadvantages of alternative options for procurements and contracting.
- Clearly write simple to read and follow policies and procedures and create, update, and maintain contract and procurement templates.
- Organize facts and present findings, conclusions, and recommendations in a clear, concise, and logical manner, in both oral and written form.
- Plan, organize, assign, coordinate, supervise, and appraise the work of subordinates.
- Communicate effectively, both verbally and in writing.
- Observe and evaluate trends, collect, and analyze data, draw logical conclusions, and make sound decisions.
- Establish and maintain effective work relationships with elected officials, department heads, coworkers, resident groups, media, and the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.

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Effectively coordinate, perform, and complete multiple assignments concurrently and in a timely manner.

**WORKING ENVIRONMENT/CONDITIONS**

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
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<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
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<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
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<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
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<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is conducted primarily remotely or in an office environment as appropriate with the occasional need to visit other departments and groups. Travel to various sites and/or meeting locations is required. Extended periods of concentration and sedentary work is required. Work is subject to frequent interruptions and normal office noise. Finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed.