



Currently accepting applications for:

Contract Analyst - Homeless Housing

SALARY: \$27.66 - \$32.33 Hourly

OPENING DATE: 02/01/21

CLOSING DATE: 02/19/21 04:30 PM

JOB SUMMARY:

Does working in a fast-paced environment energize you? Are you talented at guiding stakeholders toward a goal? Are you a self-starter always driving to execution? Do you enjoy improving and creatively streamlining processes? If your answers to these questions is "yes", please keep reading!

The Contract Analyst performs critical contracting work to support the Homeless Housing Initiatives (HHI) Department. The HHI department works with more than 40 local non-profit organizations and systems of care to develop targeted partnerships and provide support and oversight to more than 4,000 units of supportive housing. Through these creative collaborations, HHI uses a wide variety of approaches and rental assistance models (i.e. tenant-based, project-based, Public Housing, and locally designed programs) designed to address the varying needs of people experiencing homelessness.

As a seasoned professional in contract management and/or affordable housing programs, the person selected for this position will be responsible for managing a wide range of contracts supporting KCHA's vision that all residents of King County have quality affordable housing. This individual will be relied on as a subject matter expert for procurement and comprehensive contract management with a substantial emphasis on Project-based Section 8 programs. We are looking for a candidate that will be highly successful working independently to ensure compliance with complex Federal regulations and KCHA policies.

The ideal candidate will have:

- Demonstrated desire to support KCHA's mission.
- Dedication to incorporating lessons and practices with a racial equity and inclusion optic consistently at the forefront.
- Knowledge and experience with contract management and programming utilizing Project-based Section 8 or other rent assistance programs supported by the department.
- Proven ability to analyze policy and regulations to ensure regulatory compliance of contracts, preferably in affordable housing.
- Experienced in managing procurement processes and contracts.
- Excellent communication skills in all modalities with a focus on timeliness, transparency and diplomacy.
- Ability and willingness to communicate with diverse multi-sector audiences working toward a common goal.
- Ability to develop, maintain and strengthen relationships with internal and external stakeholders and partners.
- Skillful at identifying opportunities for program enhancement and innovation.

- Experience with data management systems.

King County Housing Authority (KCHA) is the largest provider of affordable housing in the Pacific Northwest and a nationally recognized leader in affordable housing. To learn more about [KCHA and our Mission visit this link](#).

ESSENTIAL FUNCTIONS:

- Performs analysis of KCHA policies and federal requirements to ensure contract compliance.
- Manages procurement for the HHI department, including all Requests for Proposals/Qualifications processes.
- Interprets policies to determine federal requirements applicable for each department contract.
- Spearheads and directs all aspects of department contracting, including Project-based Section 8 applications, contract writing, execution and ongoing management and renewals of department contracts.
- Develops and maintains department's contract annual work plan.
- Acts as primary point of contact for HHI contract-related owners, developers, partners, governmental agencies, and KCHA operational teams.
- Drafts and amends all department contracts, including but not limited to: Project-based Section 8, flexible rent assistance, MOU's and consultant contracts.
- Identifies and recommends changes to contracts to ensure compliance with applicable KCHA policies and federal regulations.
- Designs reports and other evaluative tools to effectively track HHI's innovative and often-evolving housing pilots and programs.
- With support, designs and administers audits for internal and external programs as well as contracted providers to ensure comprehensive compliance.
- Exercises critical thinking and knowledge of program objectives to assess and foster enhancement opportunities and improvements to best serve KCHA's programs.
- Along with the HHI team, evaluates contractor training needs, designs materials and provides technical assistance to KCHA staff and partner agencies.
- Is active member of KCHA's Social Impact and HHI teams.
- Represents KCHA at meetings and miscellaneous events.
- Performs other duties as assigned.

For additional information as it relates to this position's classification, please click [here](#).

QUALIFICATIONS AND COMPETENCIES:

Required Qualifications:

- Associate's Degree in a closely related field **AND**
- Three years of experience in writing and managing government contracts, project management or a closely related field **OR**
- An equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.

Required Knowledge, Skills and Abilities:

- Demonstrates knowledge of contract management practices; contracting and funding related to the development of affordable housing; regulations and policies regarding affordable housing projects, funding and landlord-tenant law.
- Understands technical aspects of the position and continuously builds knowledge, keeping up-to-date on the technical or procedural aspects of the position:

- Understands practices and procedures related to project management, budgeting, and reporting;
- Technical expertise in applicable federal, state and local laws.
- Uses critical, creative, and reflective thinking skills to identify problems, analyze and evaluate various solutions, implement solutions, and monitor their effectiveness.
- Clearly and effectively communicates both verbally and in writing by actively listening and sharing relevant information:
 - Ability to explain complex or technical information regarding rules, rights, regulations, policies, procedures, programs, or services to answer questions, resolve problems, communicate decisions or actions;
 - Prepares clear, concise, and complete reports, studies and analysis.
- Effectively organizes multiple assignments, sometimes of a complex nature or involving competing priorities, to produce work products that are accurate, thorough and on time.
 - Ensures complete regulatory compliance for assigned programs activities through accurate interpretation of applicable governing policy.
- Values and contributes to a work environment that embraces and appreciates diversity, equity and inclusion; treats others with respect; promotes cooperation.
- Establishes and nurtures relationships with stakeholders, regularly inviting feedback and suggestions; works cooperatively with others as an active member of a team.
- Adapts to changing business needs, conditions, and work responsibilities; responds positively to change, embracing and using new practices or values.

Special Requirements:

- Consent to and pass required assessments.
- Consent to and pass a driver's and criminal records background check.
- Must possess a valid driver's license to travel between work sites or have an alternative reliable mode of transportation.

POSITION INFORMATION AND APPLICATION PROCESS:

To be considered for this opportunity, you must:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The salary range for this position is \$27.66 - \$32.33 hourly. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, tuition reimbursement, and retirement benefits are also available.

Physical Work Environment

Incumbent(s) must be able to meet the physical requirements of the classification and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the functions performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office environment with occasional travel to work sites. Due to COVID-19, KCHA staff are being offered the opportunity to telework as the position allows. The ability

to report to the Central Office in Tukwila may still be required on occasion. The incumbent frequently uses standard office equipment including personal computers, telephone and related equipment and will drive a vehicle for King County Housing Authority business.

Equal Opportunity:

King County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

APPLY AT: [Contract Analyst - Homeless Housing | Job Details tab | Career Pages \(governmentjobs.com\)](#)