



CITY OF BELLEVUE
invites applications for the position of:

Housing Program Administrator

SALARY: \$33.17 - \$45.76 Hourly
\$5,748.76 - \$7,932.55 Monthly
\$68,985.12 - \$95,190.60 Annually

OPENING DATE: 07/30/19

CLOSING DATE: 08/29/19 05:00 PM

JOB SUMMARY:

A Regional Coalition for Housing (ARCH) is a partnership of 15 East King County Cities and King County who work jointly to create affordable housing for low and moderate-income households in the region. ARCH supports member governments by developing housing policies, strategies, programs, and development regulations; investing local resources in affordable housing developments; administering affordable housing programs; and assisting people looking for affordable rental and ownership housing.

The Housing Program Administrator position will play a critical role in administering ARCH's Homeownership Program, which provides affordable ownership opportunities for people with limited incomes and preserves affordable homes as community assets for the long-term. The Housing Program Administrator will work closely with other ARCH staff to effectively administer this growing program, which includes roughly 700 homes in 8 different jurisdictions. This body of work represents a unique opportunity to be involved in setting the strategic direction of the program for the future, developing new policies and procedures to advance the program's long-term objectives, and directly connecting to families and individuals that benefit from access to affordable homes in high opportunity communities.

While the term of this position is initially through 2020, ARCH anticipates this position will convert to a permanent full-time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In this role, you will undertake the following responsibilities:

- Develop and implement a marketing plan to effectively target available homes and ensure equitable access to the program
- Develop and implement an orientation program for new buyers
- Work directly with individual homeowners to review household eligibility, assist with the application process, and approve resales
- Strengthen legal documents with member city attorneys
- Develop and implement an enforcement plan to standardize responses to non-compliance
- Develop strategies to preserve units at risk of foreclosure or loss of affordability, such as a response protocol for cities to purchase units
- Establish program metrics, data collection and reporting to track program performance
- Prepare and make presentations to councils, boards, commissions, civic groups and the general public
- Provide training, guidance and supervision to other staff or interns as needed

QUALIFICATIONS:

This position requires a diverse set of skills that may be demonstrated from a combination of education and work experience, including:

- Bachelor's degree in a relevant field such as urban planning, public administration, political science, business, etc.
- Four or more years of work experience in a relevant field, including but not limited to lending, contracts, public policy, program administration, or real estate

- Alternatively, an equivalent combination of education, experience, and training that provides the required mix of knowledge, skills and abilities.

KNOWLEDGE, SKILLS and ABILITIES

- Ability to work collaboratively in a team environment
- Project management skills and attention to detail
- Ability to provide support and training to other staff
- Strong communication and interpersonal skills to interact effectively with customers, co-workers and the general public
- Ability to prepare formal written communications
- Expertise in affordable homeownership programs and policies
- Familiarity with homeownership lending and the roles and responsibilities of realtors, lenders, title and escrow companies in real estate transactions; expertise in the foreclosure process is a plus
- Competence using Microsoft Excel to manage data; familiarity with HomeKeeper database system is a plus
- Dedication to learning and developing your skills and expertise to be effective in supporting ARCH's mission
- A demonstrated commitment to creating diverse, equitable communities
- Fluency in multiple languages is a plus

OTHER:

Please provide one or two sample work products that demonstrate the skills and abilities needed for the position. Examples could include written reports, communications, data analysis, or other products. If the work product was the result of a collaboration, please describe your role in the work. Please email to Diane Kendall at dkendall@bellevuewa.gov

For questions about the Arch program Administrator, please email Lindsay Masters at lmasters@bellevuewa.gov.

The City of Bellevue is situated between Lake Sammamish and Lake Washington with the Cascades mountain range to the east and the Olympic mountains to the west offering breath-taking panoramic vistas. Bellevue is the Eastside's major urban population center, and is the fifth largest city in Washington State. We are proud of our award winning city and the employees who help make it happen! The City of Bellevue is truly a culturally-enriched destination city to live, work and play! Apply online at www.bellevuewa.gov.

The City of Bellevue values diversity in its workforce and is an Equal Opportunity Employer that does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, gender identity, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.bellevuewa.gov/>

Position #19-00230
HOUSING PROGRAM ADMINISTRATOR
DK

PO Box 90012
Bellevue, WA 98009

KHeadlee@bellevuewa.gov

Housing Program Administrator Supplemental Questionnaire

- * 1. Please copy and paste your cover letter into the field below. The City of Bellevue has chosen to screen applicants without any personal identifiers so please remove your name from your cover letter. There are no attachments on the application so please be sure your cover letter is complete.
- * 2. Please copy and paste your resume into the field below. The City of Bellevue has chosen to screen applicants without any personal identifiers so please remove your name from your resume. There are no attachments on the application so please be sure your resume is complete.