

## **Procurement Coordinator**

### **King County Regional Homelessness Authority**

**Role Title:** Procurement Coordinator

**Salary Range:** \$80,000 - \$95,000 per year

#### **Organizational Overview**

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

#### **Team Overview**

The Grants Management team within the Authority is responsible for grant-funded homelessness service-related strategy development, procurement, contract implementation, compliance monitoring and overall oversight within the agency. An initial responsibility for the team during start-up will be to implement a Grants Management System (GMS) to manage the procurement life-cycle, establish efficient effective workflows for procurement and contracts management, and support the implementation of initial city, county and Continuum of Care contracts with the Authority. Ongoing responsibilities will include regular public procurement of goods and services related to the Authority's mission. The team has direct lines of interaction with all offices across the agency, particularly with the Program Performance and Delivery team, and works closely with the Executive Office to ensure direct alignment with the big-picture strategy and goals. The team will have approximately 5 team members.

## **Role Description**

As part of the Grants Management team, the Procurement Coordinator works closely with the Grants Manager and other members on the Grants Management team to provide support for public procurements for homelessness and agency support services that the Authority engages in, and to support pursuit of public funding opportunities that the Authority may propose for service provider procurement at the Regional Authority. This team is under the Programs Division with the Authority. As a contributing member of the Grants Management team, the Procurement Coordinator works in support of the agency's mission to provide high-quality, customer-centered services to Seattle and King County community members through providing general support for procurement and programs in housing and anti-homelessness. The Procurement Coordinator will partner closely with the Grants Manager, Regional Capacity and Performance Manager, various other Authority teams, community partners, and customers to design procurement strategies and oversee that work day-to-day. This role is an individual contributor that supports a variety of projects across the Grants Management team in various capacities, including but not limited to team and/or project operations and administrative support and research. They may also collaborate with Managers to lead specific work streams or deliverables for projects on other Program Division teams, as needed. Reporting directly to the Grants Manager this role has no direct reports, but may serve as team lead for procurement projects.

In the initial implementation phase of the Authority, there are significant systems integration and implementation projects that the Authority and the Program Delivery and Performance division will undertake, and the Procurement Coordinator will engage in various ways to support those projects.

The Procurement Coordinator will be ultimately accountable to the Chief Executive Officer and people experiencing homelessness, and will be held to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

## **Accountabilities**

### **Research & Administrative Support (50%)**

- Maintain a high level of understanding of organizational platforms in knowledge management and other operational tools; Attend organizational trainings on new platforms and systems and share learnings with the team, as required
- Provide day-to-day operations/administrative support to the Grants Manager and the Grants Management team, as needed, including scheduling, memo drafting, event production/logistic coordination, management of travel and other related team needs in support of efficient team operations

- Research best practices or new systems that could enhance the work of the Grants Management team with a focus on tools for procurement, contract management, project manager and related areas
- Collaborate with project managers and team leads to complete specialized research, as needed, in support of Grants team projects and initiatives
- Provide high-quality customer service to internal and external stakeholders as a part of stewarding operations for those working on/with the Grants team.

#### **Project/Program Operations (40%)**

- Maintain team practices and norms related to procurement and contracting
- Support the Grants Manager in the management of key resources and tools related to procurement, contracting and project management workstreams
- Support management and tracking of deliverables and tasks on procurement, grants management or contracting work plans to ensure clear identification of objectives and fiscal resources needed for projects of oversight
- Collaborate with team leads to implement project related tweaks as a part of continuous improvement efforts, as needed
- Support management of the grants management system, including procurement, initiation and implementation support, preparation of reports and analysis of workflows
- Collaborate with the Grants Manager and grants team, and Finance Director and finance team to support integration of functions between the grants management system, contract document management system and financial management system.
- Support various necessary agency start-up projects that further the work of the Authority's capacity for robust, equity-centered procurement.

#### **Stakeholder Engagement (10%)**

- Support team leaders in coordinating engagement efforts for relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing with team leaders; Keep meeting minutes and track engagement touch points
- Build relationships with individuals within and outside of the regional authority across sectors

#### **Minimum Requirements**

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks
- 4-7+ years of related work experience in the government, non-profit or related field
- 3+ years of experience with a track record of success in grant funded program administration or public procurement
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Proficiency using technology and data, including Microsoft Office Suite

### **Additional Requirements**

- Ability to travel up to 10%
- Project management experience, a plus
- Budget management experience, a plus
- Experience working across government agencies and related structures/governing bodies, a plus
- Experience in project management, operations and stakeholder engagement
- Experience collecting data and/or using data to drive decisions
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud- based systems
- Strong attention to detail, accuracy, timeliness

### **EEO STATEMENT**

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, The RHA will provide reasonable accommodations for qualified individuals with disabilities.