



KCRHA
King County Regional Homelessness Authority

Procurement Specialist King County Regional Homelessness Authority

Role Title: Specialist, Procurement

Salary Range: \$75,000 - \$85,000 per year

This is a term-limited temporary position expected to last through December 31, 2024

Organizational Overview

The King County Regional Homelessness Authority (KCRHA) oversees all homelessness related funding, 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 KCRHA is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the KCRHA is specifically tasked with:

1. Engaging and centering people with lived experience of homelessness;
2. Focusing on justice-based approaches to actively address disproportionalities in the communities 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 KCRHA is currently moving from its founding era to its foundational years and seeks dynamic and skilled leaders at all levels.

Team Overview

The Procurement Team at KCRHA is responsible for grant-funded homelessness service-related strategy development, all equity-based procurement activities, contract coordination, and funding compliance. An initial responsibility for the team as it moves away from its “start-up phase” to implementing its first [5-year plan](#), will be the system re-procurement process of its current investments. The Procurement team is also responsible for the ongoing management of each procurement life cycle, establishing effective and efficient workflows for procurement and contract coordination, and supporting the implementation of city, county, state, and Continuum of Care (CoC) funding with KCRHA.

Ongoing responsibilities will include regular public procurement of goods and services related to KCRHA’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 6 team members.

Role Description

As part of the Procurement Team, the Procurement Specialist works closely with the Procurement and Policy Manager and other members of the team to provide logistical and administrative support for public procurements related to housing and homelessness services that KCRHA oversees, and to support the pursuit of public funding opportunities that KCRHA releases for public competition. This team is under the Programs Division within KCRHA. As a contributing member of the Procurement Team, the Procurement Specialist 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 and logistics for the Procurement Team and the funding portfolio the team manages..

The Procurement Specialist will partner closely with the Procurement and Policy Manager, Procurement Coordinators,, community partners, customers, and various other teams within KCRHA to support the implementation of equity-based procurement strategies while supporting the oversight of the day-to-day scope of procurement activities on behalf of KCRHA. This role is an individual contributor that supports a variety of projects across the Procurement Team in various capacities, including but not limited to organizing team and/or project operations, proofreading and reviewing technical writing, WordPress website development and public communications, and day-to-day administrative support. 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 Procurement and Policy Manager, this role has no direct reports but may need to take direction and be accountable to all members on the team.

As KCRHA moves from its start-up phase, there are significant systems integration and implementation projects that KCRHA and the Program Delivery and Performance division will undertake, and the Procurement Specialist will support organizational development projects in various ways.

The Program Specialist is ultimately accountable to the Chief Executive Officer and people experiencing homelessness and will be held to the processes that customers of the KCRHA services, community groups, and frontline staff establish to ensure that accountability.

Accountabilities

Procurement Administrative Support (60%)

- *Serve as an internal expert on KCRHA equity-based procurement policies, processes, workflows, Fluxx Grants Management System (GMS) communications*
- *Serve as point person on the team to test and troubleshoot Fluxx GMS with internal and external stakeholders*
- Maintain a high level of understanding of homeless services best practices, public administrative service contract provisions, and the regional homelessness services delivery system to ensure that high quality services are delivered and best practices are continuously integrated into KCRHA's procurement processes
- Collaborate with people with lived experience, homelessness service providers and others with subject matter expertise to assist with procurement planning, implementation, and continuous improvement of KCRHA's equity-based procurement system
- *Collaborate with Procurement Coordinators, Admin Team and Procurement and Policy Manager to support on Fluxx GMS logistics, workflows, agency proposals, and rater input*
- Assist Procurement Coordinators in research and project management with a focus on homeless services delivery and program development
- Lead specialized project work in the homelessness services delivery field, including developing a work plan to ensure clear identification of objectives and fiscal resources needed for projects of oversight; Manage implementation of project related tweaks as a part of continuous improvement efforts
- Collaborate with the Procurement and Policy Manager to create continuous feedback loops with stakeholder groups to inform vertical resourcing leveraging a data-driven approach on projects of oversight

Stakeholder Engagement Support (20%)

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing
- Actively build relationships with innovators across the sector/across sectors to support driving creative innovation and change within workstreams of oversight

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
- 1-3+ years of related work experience in the government, non-profit or related field, with a track record of success in program management, with a preference for regional or statewide experience

- 2-3+ years Administrative Assistant experience
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Comfort in reviewing public facing documents, memos, and large sets of data
- Strong organization, written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite

Additional Requirements

- Ability to travel within the region up to 10%
- Project management experience, a plus
- Experience working across government agencies and related structures/governing bodies, a plus
- A track record of success in operations and stakeholder engagement
- Experience supporting programs or projects and conducting data-driven continuous improvement processes
- Superior oral and written communication skills
- 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

Benefits: Unlimited vacation, subject to manager approval, 96 hours of paid sick and safe, 12 official holidays and 2 personal holidays, medical, dental, and vision benefits, pension plan, deferred compensation plan to eligible employees, life insurance and long-term disability.

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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, KCRHA will provide reasonable accommodations for qualified individuals with disabilities.