



EVERETT
HOUSING AUTHORITY

Everett, WA

DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.

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The Everett Housing Authority leads the community in developing and providing safe and affordable quality housing for Everett's diverse low-income families.

2018 marked the Everett Housing Authority's 76th year of operation. The agency was created by an action of Everett City Council, in order to address "a shortage of safe and sanitary dwelling accommodations in said City of Everett available to persons of low income at rentals they can afford." Up to this day, EHA has remained intently focused on expanding the supply of affordable housing for low income persons residing within their service area. Their mission statement is tied to this obligation, as well as several other commitments: We value: Our clients, our professional and dedicated staff, our community partners.

EHA's mission is to provide quality housing opportunities to improve the lives of citizens in Everett, who are in need and to provide affordable housing that is in good repair; to be good stewards of the public funds and trust; and to serve all customers with respect.

EHA is excited about the future, as they continue to develop affordable housing options within Everett --and outside of the city limits as opportunity permits-- in collaboration with area stakeholders and investment partners.

Breakdown of EHA's programs and the approximate number of participant households as of 2016:

- Section 8 Tenant Based Vouchers-2,067
- Public Housing-288
- Rental Assistance Demonstration (RAD) Project Based Voucher Program-333
- Project Based Voucher Program-472
- Affordable/Tax Credit Units-427

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Position Summary

Under supervision of the Executive Director, this senior management position, plans, organizes, manages, and provides direction and oversight for major functions of the Everett Housing Authority's (EHA) Administration Department including human resources, training, information technology, records management, and customer service/reception. This position will be responsible for short- and long-term planning, development and administration of departmental policies, procedures, and services by furthering EHA goals and objectives within general policy guidelines. Aids the Executive Director and Senior Leadership team in areas of subject matter expertise. Fosters cooperative working relationships and coordinates assigned activities with other EHA departments, regulatory, other agencies, and the public. This position will be accountable for transforming EHA into a dynamic and diverse workforce capable of and committed to serving a diverse population.

Essential Functions and Responsibilities

Required Workplace Standards

- Works regular and reliable hours on site as required;
- Attendance must be punctual and consistent;
- Works an agreed-upon schedule and works additional hours as necessary to complete work;
- Works effectively, cooperatively and respectfully with co-workers, clients, and other contacts;
- Follows all EHA Safety Policies and Procedures;
- Follows all EHA Personnel Policies and Procedures;
- Performs other duties as assigned.

Essential Functions:

- Assumes full management responsibility for all Administration Department programs, services, and activities, including human resources, training, information technology, records management, and customer service/reception;
- Responsible for leading EHA's efforts to recruit, develop, and retain a diverse workforce capable of and committed to serving a diverse population;
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within EHA policy, appropriate budget, service, and staffing levels;

- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary;
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns;
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and EHA needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change;
- Conducts regular departmental and/or unit and one-on-one meetings with staff to discuss current and future projects and activities; presents and resolves various issues and problems; provides guidance to staff on various work processes;
- Leads EHA in developing increasing levels of efficiency in the implementation of the agency's programs.

Required Ability

- Demonstrated experience in assisting public or nonprofit organizations to set vision, strategy, tactics, and delivery of diversity, equity, and inclusion initiatives;
- Ability to influence and build relationships, work collaboratively with individuals or teams from all areas and levels of the organization, community, and business partners;
- Ability to work independently and achieve results on own initiatives as well as cross-functional teams;
- Proven ability to act at both the strategic and tactical levels in a fast-paced environment; must be extremely organized, detail oriented, flexible and able to multitask;
- Thought leader in the area of Human Resources, especially successfully building a diverse work force at all levels of an organization;
- Data driven and able to use internal and external data to inspire change and measure impact;
- Demonstrated passion for and interest in leading diversity and inclusion initiatives;
- Ability to handle sensitive and confidential information;
- Comfort with ambiguity, uncertainty, and rapidly evolving landscape.

Education and Experience

- Bachelor's degree from an accredited four-year college or university with major coursework in human resources management, public or business administration, or a related field and seven (7) years of increasingly responsible Human Resources experience in a public agency and/or community or social services agency with five years (5) years in a supervisory capacity.
- Substantial experience in designing and implementing policies and programs that address efforts to increase diversity, equity, and inclusion.
- Master's degree preferred.

Licenses and Other Requirements

- Valid Washington State Driver's license or ability to obtain one within 60 days and good driving record;
- Fair Housing Certification or ability to obtain one within 90 days;
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred.

Everett, WA

Everett is the county seat of and the largest city in Snohomish County, Washington, United States. It is located 25 miles (40 km) north of Seattle and is one of the main cities in the metropolitan area and Puget Sound region. Everett is the seventh-largest city in Washington state and had a total population of 103,019 at the 2010 census. The city is located at the mouth of the Snohomish River along Port Gardner Bay, an inlet of Possession Sound (itself part of Puget Sound).

American settlement on the Everett peninsula began in the 1860s, with several sawmills built to serve the area's growing timber industry. Everett was platted by a group of investors seeking to build an industrial city and named for the son of co-founder Charles L. Colby. The city was incorporated in 1893, shortly after the arrival of the Great Northern Railway, and prospered as a major industrial center. Everett's economy transitioned away from lumber and towards aviation after World War II, with the construction of Boeing's aircraft assembly plant at Paine Field in 1967. Boeing remains the city's largest employer, alongside the U.S. Navy, which has operated Naval Station Everett since 1992. Everett received an All-America City Award in 2002.

Everett remains a major employment center for Snohomish County, but has also become a bedroom community for Seattle in recent decades. It is connected to Seattle by Interstate 5 and various public transit services at Everett Station, including the Sounder commuter train, Amtrak, and commuter buses.

Education

Everett has received recognition for student achievement, boasting a four-year graduation rate of 95.7 percent (2018), and a five-year graduation rate of 94.6 percent (2017). Additionally, the Everett school district has the highest graduation rate for English-language learners in the state of Washington. Most of the city is served by the Everett School District (5 High-Schools, 5 Middle Schools and 19 Elementary Schools), however portions of southwestern Everett lie within the Mukilteo School District.

Transportation

Everett is well-connected, consisting of an array of different transport options.

Freeway access is via Interstate 5 which passes by the city. Many highways also connect in Everett including US Highway 2 which begins in Everett.

Public transit service has operated in Everett since 1893. From 1910-1939 Everett was connected with Seattle by the Seattle-Everett Interurban Railway. Today Everett Transit (est. 1969) provides bus service within the city, operating 46 buses and 18 Para Transit vehicles with daily ridership of 6,800

Health Systems

General Hospital was founded in 1894 by the Women's Book Club of Everett. The Sisters of Providence in the Pacific Northwest established Providence Hospital in 1905. Both hospitals merged on March 1, 1994 to form what is now called Providence Regional Medical Center Everett. In 2005 it was named one of America's 100 top hospitals for the third time in thirteen years.

In 2009, the Providence Regional Medical Center had 372 licensed beds and served 111,000 emergency room visitors. It had 3,200 employees and 884 other medical staffers.

The Everett Clinic was established in 1924 by four Everett physicians and has evolved into a regional healthcare provider with sixteen locations throughout Snohomish County. It serves more than 2,300 patients each day.

Economy

Everett's early economy was tied to the lumber trade. The city's 2006 labor workforce comprised more than 80,000, predominantly employed in technology, aerospace, and service-based industries.

Airplane manufacturer Boeing has a significant presence in Everett, including a large manufacturing plant that is the world's largest building by volume. Toymaker Funko is also headquartered in Everett.

Major Cities near Everett, WA

This is a list of large cities closest to Everett, WA.

- 26 miles to Seattle, WA
- 62 miles to Victoria, Canada
- 83 miles to Surrey, Canada
- 94 miles to Burnaby, Canada
- 98 miles to Vancouver, Canada
- 171 miles to Portland, OR
- 409 miles to Boise, ID
- 432 miles to Calgary, Canada
- 557 miles to Edmonton, Canada
- 594 miles to Reno, NV