



## Health Through Housing Mobility Program Manager (PPM III)

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**DEPARTMENT:** MTD - Metro Transit  
**DIVISION:** General Manager  
**SALARY:** \$46.49 - \$58.93 Hourly  
\$96,699.20 - \$122,574.40 Annually  
**LOCATION:** King Street Center - 201 S Jackson St, Seattle  
**JOB TYPE:** Special Duty Assignment or Term Limited Temp (TLT)  
**CLOSING DATE:** 03/19/23 11:45 PM

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### SUMMARY:



*“Metro sees mobility as a **human right** that allows communities and individuals to access the opportunities needed to thrive. By providing safe, reliable, and equitable public transportation services, we can—and will—improve regional mobility and quality of life in King County.”*

**King County Metro Transit’s Research & Innovation (R&I) group** is seeking a skilled **Project/Program Manager III (PPM III)** to manage Metro’s programmatic support of King County’s Health Through Housing (HTH) Program.

The [Health Through Housing Program](#) is managed by the King County Department of Community and Human Services (DCHS) and is a regional approach to address chronic homelessness at a countywide scale by partnering with local jurisdictions to create up to 1,600 emergency housing and permanent supportive housing units for people experiencing chronic homelessness. Metro has committed to supporting the HTH program by providing critical mobility services, programs, and support to ensure residents have safe, affordable, and reliable access to where they need to go. As Metro’s Health Through Housing Mobility Program Manager, you’ll manage Metro’s programmatic support to the HTH program including coordinating with DCHS staff and HTH site operators, coordinating with various Metro programs, staff, and partners in their investments, supporting evaluation and reporting activities, and communicating program activity with Metro leadership and key stakeholders.

**Who may apply:** We are accepting applications from all qualified applicants.

#### Position Information

This recruitment will be used to fill one (1) Term-Limited Temporary (TLT)/ Special Duty Assignment (SDA) position that is anticipated to last for 2 years (to the end of 2024) with potential

for extension. It will also be used to create an eligibility pool to fill future Career Service, SDA, or TLT vacancies that may become open for this classification within Research & Innovation. The pool will be valid for 12 months upon creation and may be used at the discretion of the hiring manager(s), until exhausted or until all candidates are placed.

**Tentative Recruiting Timeline** *(subject to change):*

- Application Review Period: through 3/31
- First Interview: April 6- April 11
- Second Interview: the week of April 17th
- Potential Start Dates: mid-May

**About the Research & Innovation Group**

The Research & Innovation Team helps Metro and the traveling public adapt to an ever-changing transportation landscape through strategic research and evaluation, new connections to transit, and expanded mobility options. Our team of researchers, planners, and innovators focus on gathering and helping Metro use evidence, developing innovative mobility concepts, and improving access to mobility. This includes the Research, Market Analysis, Innovative Mobility, Parking and Mobility Hubs, and Bike and Walk programs.

**Need assistance?**

If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process, or if you have general questions please contact Emily Clark, HR Talent Advisor: [EmClark@KingCounty.gov](mailto:EmClark@KingCounty.gov)

**JOB DUTIES:**

**Applying equity and social justice (ESJ) principles is a daily responsibility and a foundational expectation for all King County employees.** In this role, you will apply equity and social justice principles that exemplify shared values, behaviors, and practices to all aspects of the work. As Metro's HTH Mobility Program Manager, you will also:

- Demonstrate a commitment to ESJ and apply the agency's shared values of promoting equity, safety, sustainability, and a diverse and inclusive work environment.
- Manage the Metro Health Through Housing Program including detailed project planning and tracking, budget management, evaluation, report writing, data and metrics collection, and analysis.
- Build partnerships with internal and external stakeholders, including other Metro teams, contractors, jurisdiction representatives, elected leadership, and community-based organizations to support and expand Metro's programming.
- As needed, support and/or lead project implementation including oversight and coordination with contractors or partners of Metro.
- Support outreach to and engagement with HTH residents and other community stakeholders.
- Coordinate with DCHS, HTH site operators, and other stakeholders on Metro project implementation
- Support program evaluation activities
- Lead a matrixed project team of Metro project managers supporting the HTH program.
- Represent Metro and the Metro HTH program in a wide range of settings, including inter-agency collaborations, project meetings, and professional conferences, and build partnerships with internal and external community members, leadership, and community-based organizations.
- Lead and/or assist in the development of consultant requests for proposals (RFPs) and/or bid specifications, evaluate consultant work and proposals, and support and/or lead consultant team management.
- Assist in the evaluation of current transportation conditions and market needs with an emphasis on those experiencing homelessness and other priority populations including low-income, limited-income populations, youth, and seniors.
- Prepare presentations and communications including policy analysis, updates and reports, and briefing memos for leadership bodies and elected officials.

- Advance equity and social justice goals in individual and team work plans.
- Perform other duties as assigned.
- Perform all work with minimal direction and guidance.

## **EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:**

**To be considered eligible, candidates must demonstrate that they possess the following MINIMUM QUALIFICATIONS:**

- A Bachelor's Degree in any field and five years of work experience in a related field **OR** any equivalent combination of experience and education which provides the applicant with the skills, knowledge, and abilities required to perform this job.
- Experience leading programs, projects, and teams comprised of a diverse group of individuals from a variety of different positions and backgrounds.
- Experience engaging in strategic thinking to develop short and long-term program planning.
- Ability to represent the team and agency in a leadership and policy-development role.
- Demonstrated commitment to equity and sustainability, actively promoting an equitable, diverse, and inclusive work environment and supporting diversity and inclusion goals in all program/project planning.
- Demonstrated ability to work collaboratively and successfully with a diverse group of individuals from a variety of positions and backgrounds.
- Experience managing programs and projects, engaging intra- and inter-agency project teams, working independently, and managing numerous initiatives simultaneously.
- Strong organizational and project management skills, including budget and contract development, management, and invoicing.
- Ability to work under pressure, organize work assignments, engage in project/program and strategic planning, set priorities, and meet deadlines.
- Excellent oral and written communication skills, including the ability to present persuasive information to develop partnerships, negotiate agreements and pursue joint opportunities.
- Ability to comprehend, analyze, evaluate, and communicate technical information to non-technical audiences.
- Experience working with corporate, agency, and/or jurisdiction leadership (which includes elected and appointed officials)
- Strong attention to detail, curiosity, creativity, strategic mindset, and a proactive work style.
- Excellent written and verbal communication, customer service, and stakeholder engagement skills.
- Ability to work independently and as a part of a matrixed team to simultaneously manage numerous projects and priorities on defined timelines in a fast-paced and values-driven environment.
- Familiarity with and/or demonstrated capacity to work with procurement processes, request for proposals (RFPs), scope development, vendor management, and grant management.
- Understanding of governmental structures and/or the political environment.
- Proficiency in Microsoft Outlook, Teams, Word, SharePoint, PowerPoint, and Excel

**The most competitive candidates will also possess these desired qualifications:**

- A Bachelor's degree (or higher) in Public Policy, Public Administration, Urban Planning, Business, Education, Communications, Project Management, Economics, Transportation, Sociology, Environmental Science, or a related field and/or equivalent work experience.
- Understanding of Metro's products, services, and programs;
- Familiarity with the local and regional transit system and mobility systems and products, key partners, and stakeholders.
- Bilingual in one of the following most common King County non-English language groups (such as Spanish, Vietnamese, Chinese/Mandarin, Somali, Russian, Amharic).
- Experienced with evaluation techniques, data collection, visualization, and performance measurement, including familiarity with Power BI and other data visualization tools.
- Familiarity with programs and policies to address homelessness

### **Necessary Special Requirements**

- The ability to travel throughout the county in a timely manner is required.

## **SUPPLEMENTAL INFORMATION:**

### **Additional Position Information:**

This position is non-exempt from the provisions of the Fair Labor Standards Act and is therefore eligible for overtime pay. The schedule is comprised of a 40-hour work week, typically performed Monday through Friday 8:00AM to 5:00PM. Flexible or alternative work schedules may be considered. Occasionally the nature of this work requires incumbents to work outside of the normal work hours and/or make periodic field visits to HTH locations throughout King County to meet with stakeholders and HTH Site Operators. This position reports to the R&I Supervisor.

### **Temporary Telecommuting Requirement**

The work associated with this position will be performed through a combination of teleworking and working in the office. When Employees will have access to shared workspaces at various King County facilities.) Employees must reside in Washington state and within a reasonable distance of their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County-issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required, including the wearing of masks in some situations. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

King County has a robust collection of tools and resources to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team that is redefining how we work as we transition to the department's hybrid environment.

### **To Apply**

If you are interested in pursuing this position, please follow the application instructions carefully. Please contact the recruiter if you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application (or assessment) process, or if you have general questions.

### **Required Forms and Application Materials:**

- **Submit an online King County application**, updated with accurate contact information, and any/all relevant work history going back 10 years (or more, if necessary), with all duties, dates of employment, and reasons for leaving explained clearly in the work experience section of the application.
- Complete **all required supplemental questions**
- **Attach a resume**
- **Attach a cover letter (or letter of interest)** that describes your interest in this specific position and the qualifications that make you a competitive candidate for the role.

*Note: Cover letters should not exceed 2 pages in length. Additional attachments will not be reviewed or considered. If you have held multiple positions for the same employer, separate each role/promotion separately in the work experience section of your application. If you have questions about this, please contact the recruiter.*

### **Additional Assistance**

Applicants who are unable to apply online should follow the instructions at [Application FAQ's- King County](#). For technical support related to your application, contact the GovernmentJobs' applicant support team for assistance: +1 855-524-5627. For guidance on how to complete these required

materials, be sure to check out the Career Support Services website for tips and examples on how to make your application materials more competitive: [Career Support Services - King County](#).



### **Selection Process**

All required application materials will be screened for qualifications, competitiveness, completeness, communication skills, and responsiveness to the application instructions notated above. The most competitive candidates may be invited to participate in one or more interviews. Formal offers are finalized after candidates have successfully completed any necessary pre-employment processes, such as reference checks and/or internal record reviews.

### **Special Duty Assignment Information**

Please note that Special Duty opportunities are only available to King County Career Service (or appointed) employees who have passed their initial probation period. It is important to note that you must get approval from your current supervisor/manager to *accept* a Special Duty assignment, and start dates may be coordinated with your current supervisor to meet the business needs of Metro Transit and/or King County. We encourage you to discuss this with your current supervisor/manager before applying.

If the selected candidate does not qualify for a Special Duty Assignment, the position will be offered as Term-Limited Temporary.

### **About King County Metro Transit**

Metro is committed to providing transportation services that connect all people and all communities of King County, focus on the equitable distribution of our service and the equitable application of our work (inside and outside the agency), and combat climate change by doing our work in a sustainable manner. Metro Transit is King County's largest Department, employing well over 5,000 people who primarily work in the field of transit operations, vehicle maintenance, transit facilities operations, and marine.

King County Metro Transit is a regional leader in helping people move quickly throughout the region, reducing commuter stress, greening the environment, and radically improving urban air quality by providing comfortable, effective transit services for the thousands of commuters and other residents of King County, Washington. Working for Metro means working for a leader in this nation's public transportation industry.



**Forbes named King County as one of Washington State's best employers.**

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.



We are one team.



We solve problems.



We focus on the customer.



We drive for results.



We are racially just.



We respect all people.



We lead the way.



We are responsible stewards.

Guided by our ["True North"](#), we are making King County a welcoming community where every person can thrive. We value diversity, inclusion, and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention are how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles - we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native Americans and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

**Commitment to Equity and Social Justice**

As the only jurisdiction in the world named after Dr. Martin Luther King, Jr., one of the most influential civil rights leaders in our nation's history, King County is a vibrant, diverse community with residents that represent countries from around the world. It is a region with increasing diversity that embraces the traditions of many cultures. To learn more, please visit <https://www.kingcounty.gov/elected/executive/equity-social-justice.aspx>.

**King County is an Equal Employment Opportunity (EEO) Employer**

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.

**Union Representation:** This position is represented by PROTEC17: Professional and Technical Employees, Local 17

**Classification information:** Project/Program Manager III 2441300

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

Job #2023ECB18013  
HEALTH THROUGH HOUSING MOBILITY PROGRAM  
MANAGER (PPM III)  
EC

King County Administration Bldg.  
500 4th Ave. Rm. 553  
Seattle, WA 98104  
206-477-3404

[emclark@kingcounty.gov](mailto:emclark@kingcounty.gov)

An Equal Opportunity Employer

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## Health Through Housing Mobility Program Manager (PPM III) Supplemental Questionnaire

- \* 1. Please briefly list the combined education and/or work experience that allows you to meet the minimum experience and education qualifications for the position.  
We will use this to reference further details in the education/work experience sections of your application.
  
- \* 2. Please briefly describe one program AND one project you have recently managed, how you determined the success of those programs and projects, and your biggest contributions to each.
  
- \* 3. Please briefly describe your knowledge and experience with procurement processes, request for proposals (RFPs), scope development, vendor management, and grant management.
  
- \* 4. Please describe some of the types of evaluation tools and principles, data collection techniques, and data visualization tools you have used in your past experience.
  
- \* 5. Are you fluent in one of the most common King County non-English language groups below? This is a desirable qualification- check all that apply:
  - No, I am not fluent in any of the languages below.
  - Spanish
  - Vietnamese
  - Chinese/ Mandarin
  - Somali
  - Russian
  - Amharic
  
- \* 6. Which of the following choices most closely describes your skill level with Microsoft Excel?
  - None, but willing to learn.
  - Very limited. I have completed training, but have not used it much.
  - Beginner. I am able to: create, open and save spreadsheets; cut, paste and delete cells; enter numbers; change font size, margins and paper size; print and use the print preview.
  - Intermediate. In addition to the beginner-level skills, I am also able to: use the insert and auto-sum function; replace text; change the format of numbers to currency, percentage, etc.; set print areas; protect cells; display charts, audit and validate data; create formulas; set up filters, link data, use statistical functions.
  - Advanced. In addition to the beginner and intermediate-level skills, I am also able to: create macros, perform horizontal lookups, create functions and formulas, use pivot tables, use solver, use goal seek.
  
- \* 7. Which of the following choices most closely describes your skill level with Microsoft Word?
  - None, but willing to learn.
  - Very Limited. I have completed training, but have not used it much.
  - Beginner. I am able to create, open, save and print documents; cut, copy, paste

and delete text; format text; set paper size and orientation.

Intermediate. In addition to the beginner-level skills, I am also able to create page breaks; adjust line spacing; insert page numbers; use auto text; create and edit templates; insert headers and footers; insert and edit tables; use search and replace.

Advanced. In addition to the beginner and intermediate-level skills, I am also able to set up data sources for mail merge; create macros; use track and review; protect documents; convert tables to text; create hyperlinks, create columns.

- \* 8. Which of the following choices most closely describes your skill level with Microsoft Outlook?

None, but willing to learn.

Very Limited. I have completed training, but have not used it much.

Beginner. I am able to send, forward and delete emails; set up and use contacts; schedule appointments; view calendars; sort emails; use the task function.

Intermediate. In addition to the beginner-level skills, I am also able to create and invite others to appointments; make recurring meetings; add delegates; reserve conference rooms; assign tasks; modify task columns; flag emails.

Advanced. In addition to the beginner and intermediate-level skills, I am also able to use Journal, Notes, customize Outlook; use the find feature; use the autopick meeting function; use the autodialer function.

- \* 9. Which of the following choices most closely describes your skill level with Microsoft PowerPoint?

None, but willing to learn.

Very Limited. I have completed training but have not used it much.

Beginner. I am able to create and save slide presentations; print slides and handouts; cut and paste; use outline view; present a slide show

Intermediate. In addition to the beginner-level skills, I am also able to format slide backgrounds; re-order slides; replace text; insert clip art; change font, text, bullets; group objects; use the Slide Master View; modify tables; spell check

Advanced. In addition to the beginner and intermediate-level skills, I am also able to use Password protect, animate slides, insert movies, change the type of charts, use transition, package for CD, use web tools, create web pages.

- \* 10. Please describe your knowledge, skills, and abilities related to using SharePoint.

- \* 11. Please describe your proficiency with hosting online meetings through conferencing platforms like Microsoft Teams and Zoom.

- \* 12. Please list any other programs, software, or applications you are proficient using that would support your abilities to perform the job duties described in this announcement.

- \* 13. Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? Do you possess the skills and abilities to qualify for this position?

Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.

No.



14. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff

15. If you have a disability as defined by the Americans with Disabilities Act, will you need accommodation in the testing process? If you check the "YES" box, the human resources staff person coordinating this recruitment will send you a request asking for additional information. (This confidential information is solicited for the purposes of providing reasonable accommodation only).

Yes  No

\* 16. When applying for this position, you must thoroughly complete the EDUCATION and WORK EXPERIENCE sections of your application and the Supplemental Questions. This includes a detailed description of each position that you have held in at least the last ten years. For each Employer listed, you must indicate your reason for leaving. If you have been terminated from any previous jobs, please state the specific reasons why. Your responses to the Supplemental Questions will be used in combination with your application to determine whether you meet the qualifications for this position. Failure to provide detailed and complete information may result in your application being rejected. I have read the above statement and certify that the statements made by me on the application and supplemental questions are, to the best of my knowledge, true, complete and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by King County may constitute grounds for rejection, or if employed by King County, for disciplinary measures, including dismissal. I acknowledge I have read and understand the above information.

Yes  No

\* 17. If we need to contact you by phone, when is the best possible day/time to call you during the work week?

\* Required Question