



**CITY OF PORTLAND
ANNOUNCES AN OPEN RECRUITMENT FOR:
HOUSING POLICY MANAGER
RECRUITMENT No. PHB-06-11**

Approximate Annual Salary: \$74,214 - \$98,862, plus an excellent benefits package.

Title	Housing Policy Manager
Type	Open Recruitment
Start Date	06/13/2011 8:00 AM
End Date	07/5/2011 4:30 PM

THE POSITION

Portland Housing Bureau seeks a dynamic individual to lead its policy, planning and public affairs functions and to further the Bureau's social equity agenda through its policy work.

The PHB Housing Policy Manager is a high-level executive manager responsible for establishing, directing and overseeing strategic planning, public involvement, communications, government relations, and resource development. The Manager is a key member of PHB's Executive Team and as such shares responsibility for overall Bureau leadership with close colleagues. PHB's recent strategic planning work underscores the need to better serve communities of color with housing stability services and with the economic opportunities PHB's housing construction funds create.

The Housing Policy Manager will focus PHB's efforts in alignment with longer-term local government initiatives, such as the Portland Plan. In so doing, the successful candidate will lead development of a thoughtful and forward-looking housing investment strategy that begins to reverse disparities caused by some past government actions.

Under general policy direction from the Bureau Director, the Housing Policy Manager integrates and leads the organizational charge to ensure that a social equity lens is applied to all housing policy efforts. It will also look deeply at PHB's long-standing housing policy analysis and strategy efforts to ensure PHB is appropriately targeted when investing tax increment and other funds.

The Manager is accountable for developing, implementing and executing short- and long-range plans, policies, budgets and strategies to accomplish the mission and priorities of the Bureau and the City, as outlined in the Strategic Plan.

The Housing Policy Manager is responsible for the overall Bureau public engagement strategy and effort, and in particular serves as lead staff to the Portland Housing Advisory Commission (PHAC) and its related committees and work teams.

The Housing Policy Manager encourages an organizational culture of openness, transparency and continual learning to ensure Bureau programs and operations serve the needs of all Portland communities.

Responsibilities allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program outcomes and cost-effectiveness.

The incumbent is exempt from Civil Service and serves at the pleasure of the Bureau Director.

TO QUALIFY

- **Leadership** – Proven skill and experience in successfully leading a customer-focused service organization in a multi-disciplinary, complex and fast-paced urban government leading a dynamic city. Experience facilitating, negotiating and building consensus among diverse constituents and stakeholders with competing needs. Track record in creating cohesive teams, establishing a strategic direction, developing momentum, motivating staff and managing change.
- **Management of People** – Experience supervising a diverse workforce, including union-represented employees. Skill in creating a culture of respect, collaboration and accountability. Experience with full range of personnel management duties. Demonstrated skill in creating a workforce that reflects and respects the diversity of the communities it serves.
- **Diversity & Equity** – Experience successfully developing and delivering culturally competent services to diverse communities; working with minority, women and emerging small businesses (MWESBs); adapting programs to reduce disparities and improve access for low-income people and people of color. Demonstrated commitment to ensuring everyone has access to opportunities necessary to satisfy essential needs, advance their well-being, and achieve their full potential.
- **Operational Management and Innovation** – Demonstrated experience in evaluating needs, designing programs and continuously improving sustainable systems and processes. Proven track record of leveraging public-private partnerships and other resources, including bonds or levies. Experience using statistical data, financial information, and outcome measures to evaluate operational performance, and strengthen organizational accountability and effectiveness.
- **Strategic Thinker** – A manager with business savvy and an entrepreneurial spirit, who is open to new ideas and can readily identify and prioritize issues and recommend and implement effective solutions. Proven high-level ability to think systemically and strategically, make tough decisions among competing priorities, and influence a forward-looking organization through change and major initiatives.
- **Communication** – Inspirational manager with excellent verbal and oral communication skills, including experience communicating successfully with a broad range of stakeholders – Council, bureau directors, employees and community partners. Passionate advocate and effective public speaker, with the ability to represent the Bureau and City of Portland. Able to articulate the mission and values of the organization; clearly explain information to a variety of audiences; understand and interpret the economic, social, and environmental benefits of a healthy housing system to a major city; and build support and partnerships.
- **Relationships** – Ability to establish and maintain highly effective, collaborative working relationships with managers, employees, the media and diverse users of the housing system. Strong commitment and ability to cultivate sustainable partnerships and resolve high-level issues with public and private sector partners, including other local jurisdictions, state agencies, non-profit organizations, community groups and the business community.
- **Strong Political Acumen** - Experience in dealing with complex, sensitive and confidential issues. Ability to work with changing political and community leadership and guide a large,

decentralized service delivery organization in responding to these changes. Demonstrated skill in addressing politically challenging situations with tact, diplomacy, and sensitivity.

Applicants must also possess:

A valid Oregon state driver's license and acceptable driving record

APPLICATION AND RECRUITMENT SCHEDULE:

All completed applications for this position must be received by **4:30 pm (Pacific Standard Time) on Tuesday, July 5, 2011. Faxed or emailed applications will not be accepted.**

Recruitment open:	June 13 to July 5, 2011
Initial Application Review:	July 2011
Initial Interviews:	August 2011

THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience, as demonstrated in their cover letter, résumé, weighted at 100%. Only the most qualified applicants passing the cover letter and résumé evaluation will be placed on an eligible list.

HOW TO APPLY:

Application packets must include:

1. **A Cover Letter** summarizing why you are uniquely qualified to fill the position and describing how you meet the ideal candidate profile. Please also share with us what you think Portland Housing Bureau can accomplish in the next 5 to 10 years and how your background and experience could help achieve that vision.
2. **A Professional Resume** specifically focused on this position, no longer than four pages in length.
3. **Attached Scannable Application form**
4. **If you are requesting Veteran's Preference**, submit your completed attached Veteran's Preference Form and the required documentation with your completed application packet.

For a complete application packet, please visit the Portland Housing Bureau's website. <http://portlandonline.com/PHB/jobs>

Application packet contains the following documents:

- Job Announcement
- Resume and cover letter instructions
- Scannable application form
- Three page Veteran's Preference Form

WHERE TO APPLY:

Applicants may mail or bring application materials to:

Housing Policy Manager Recruitment
Attention: Stella Martinez
Portland Housing Bureau
421 SW 6th Avenue, Suite 500
Portland, OR 97204

**** Note: If you are requesting Veteran's Preference, submit your completed attached Veteran's Preference Form and the required documentation with your completed application packet. Veteran's Preference Form and required documentation must be received by 4:30 PM of the closing date of this recruitment.**

Non-citizen applicants must be authorized to work in the United States at time of application.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation for the job testing processes, the requests must be made to **Stella Martinez at 503-823-2383 no later than the closing date of this announcement.**

RECRUITMENT DEADLINE

All completed applications for this position must be in the possession of the Portland Housing Bureau no later than **4:30 pm, Tuesday, July 5, 2011. E-mailed or faxed applications will not be accepted.**

Questions?

Stella Martinez, Portland Housing Bureau
Stella.martinez@portlandoregon.gov
503-823-2383

Housing Policy Manager- 30001608

The City of Portland is an Equal Opportunity Employer.

RÉSUMÉ AND COVER LETTER INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY. Your résumé and cover letter will be the basis for our evaluation of your qualifications for this position. Incomplete or inappropriate information may result in disqualification.

- Your cover letter should include details describing your education, training and/or experience, and where obtained which clearly reflects your qualifications for each of the bulleted items in the “To Qualify” section of this announcement.
- Your resume should support the details described in the cover letter.
- You cannot be credited for experience or training that you do not include in your résumé or cover letter. Information in previously submitted application material will not be considered. Statements such as “*see previous application on file*” do not substitute for completing any portion of this application.
- ***DO NOT*** include information related to race, sex, age, national origin, religion, marital status sexual orientation, gender identity or disability.
- Your résumé and cover letter should be no more than a ***total of four (4) pages***.

FIRST NAME

Form with bubbles for entering the first name, organized in two rows of 20 bubbles each.

LAST NAME

Form with bubbles for entering the last name, organized in two rows of 20 bubbles each.

SOCIAL SEC. NO.

Form with bubbles for entering the Social Security number, organized in three rows of 9 bubbles each.

EXAM NO.

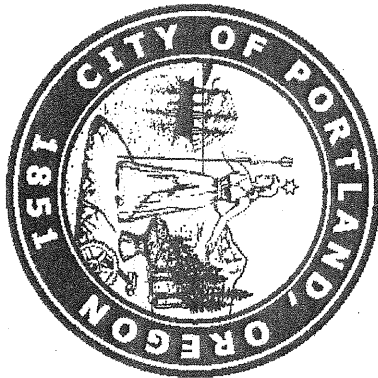
Form with bubbles for entering the exam number, organized in three rows of 9 bubbles each.

AREA HOME PHONE

Form with bubbles for entering the home phone number, organized in three rows of 9 bubbles each.

AREA ALTERNATIVE PHONE

Form with bubbles for entering the alternative phone number, organized in three rows of 9 bubbles each.



CITY OF PORTLAND

SCANNABLE APPLICATION FORM

ARE YOU AVAILABLE FOR:

(Mark all that apply)

TEMPORARY

PART-TIME

JOBSHARE

FULL-TIME

EVENING SHIFTS

HOW DID YOU HEAR OF OPENING

(Choose ONE)

PORTLAND BLDG APPLICATION CENTER

JOB HOTLINE

JOB INTEREST FORM (JIF)

SAW ON INTERNET BUT SUBMITTED HARDCOPY

JOB PACKET AT COMMUNITY SITE

FRIENDS/FAMILY

OREGONIAN

MINORITY PAPER

JOB FAIR

CABLE TV

POLICE BUREAU OUTREACH RECRUITMENT

OTHER

PLEASE COMPLETE BOTH SIDES OF THIS FORM

APPLICANT'S SIGNATURE

Handwritten signature area with a dashed line for the signature.

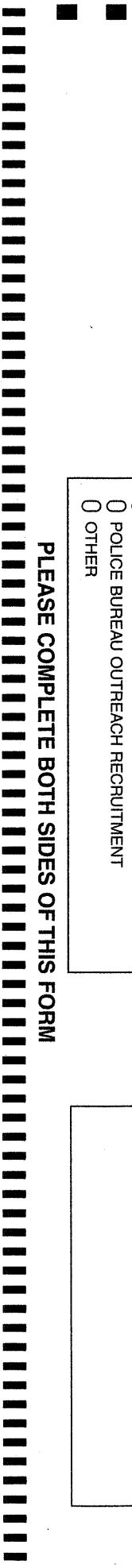
- Do not use ink!
- Make a heavy black mark that fills the bubble completely
- Cleanly erase any mark you wish to change

Instructions



TODAY'S DATE

Form with bubbles for entering today's date, including fields for Month, Day, and Year.



VETERAN'S PREFERENCE FORM

UNDER OREGON LAW ORS 408.225-408.238, VETERANS WHO MEET MINIMUM QUALIFICATIONS FOR A POSITION MAY BE ELIGIBLE FOR EMPLOYMENT PREFERENCE. IF YOU THINK YOU MAY QUALIFY, **PLEASE READ THE FOLLOWING CHECKLIST CAREFULLY**. CHECK THE BOX FOR EACH ITEM THAT IS APPROPRIATE. YOU MAY GET HELP FROM OUR OFFICE IF YOU NEED FURTHER EXPLANATION OR HAVE SPECIAL CIRCUMSTANCES.

You may be eligible for either 10 points as a qualified disabled veteran, or 5 points as a qualified veteran (non disabled), **but not both**.

I am claiming ten (10) points as a qualified disabled veteran. Skip to Part B: "Qualified Disabled Veteran Questions" on page 3; OR

I am claiming five (5) points as a qualified veteran (non disabled). Complete only Part A below.

A. **QUALIFIED VETERAN QUESTIONS:** You may claim 5 POINTS veteran's preference if you check at least one box in each of the two sections below and provide proof of eligibility by submitting a copy of your DD-214 or DD-215 that includes your discharge/release status (e.g., honorable discharge).

Section One - ORS 408.225(e) (A) (i-v), (B - C))

- I served on active duty* with the armed forces of the United States for period of more than 90 consecutive days beginning on or before January 31, 1955 and was discharged or released under honorable conditions **OR**
- I served on active duty* with the armed forces of the United States for period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions **OR**
- I served on active duty* with the armed forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; **OR**
- I served on active duty* for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; **OR**
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; **OR**.
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

*Attendance at a school under military orders, except schooling incident to an active enlistment or regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or National Guard unit is not considered active duty.

Section Two - ORS 408.230(1) and 408.230(5)

- This is not a promotion test for a position which will put me in another class having a higher maximum salary rate; **OR**
- After my initial permanent appointment to a civil service position, I was granted military leave to serve in the armed services, and then returned to duty in a permanent civil service position. This is a promotion test for a position that would put me in a higher class having a higher maximum salary rate.

*****YOU MUST PROVIDE PROOF OF ELIGIBILITY BY SUBMITTING YOUR DD-214 or DD-215.**

I hereby claim non-disabled veteran's preference points and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name _____

Signature of Applicant _____ Date: _____

Title/Recruitment no. of Position Applied For _____

*****POINTS WILL NOT BE AWARDED WITHOUT THE APPROPRIATE DOCUMENTATION. YOU MUST SUBMIT YOUR DD-214 or DD-215 IN ALL CASES. YOU WILL NOT RECEIVE POINTS WITHOUT THESE ACCOMPANYING DOCUMENTS. *****

Note: There is no limit on the number of times you can use veterans' preference.

ORS 408.225-238

B. QUALIFIED DISABLED VETERAN QUESTIONS: You may claim 10 POINTS veteran's preference if you can check **at least one box in each of the two sections** below and provide **proof of eligibility** by submitting both of the documents listed below:

1. a copy of your **DD-214**, and
2. a copy of your Veteran's Administration **LETTER STATING YOUR DISABILITY**

Section One - ORS 408.225(1)(c)

- I am entitled to disability compensation under laws administered by the United States Department of Veteran's Affairs; **OR**
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; **OR**
- I was awarded the Purple Heart for wounds received in combat.

Section Two - ORS 408.230(1) and 408.230(5)

- This is not a promotion test for a position which would put me in another job classification having a higher maximum salary rate; **OR**
- This is a promotion test for a position which will put me in a higher class and I am officially certified as having service connected disabilities; **OR**
- After my initial permanent appointment to a civil service position, I was granted military leave to serve in the armed services, and then returned to duty in a permanent civil service position. This is a promotion test which would put me in another job classification having a higher maximum salary rate.

I hereby claim disabled veteran's preference points and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name _____

Signature of Applicant _____ Date: _____

Title/Recruitment No. of Position Applied For _____

*****POINTS WILL NOT BE AWARDED WITHOUT THE APPROPRIATE DOCUMENTATION. YOU MUST SUBMIT YOUR DD-214 or DD-215 IN ALL CASES. IF YOU ARE CLAIMING DISABLED VETERAN POINTS, YOU MUST ALSO SUBMIT AN OFFICIAL LETTER FROM VETERANS AFFAIRS STATING YOUR DISABILITY. YOU WILL NOT RECEIVE POINTS WITHOUT THESE ACCOMPANYING DOCUMENTS. *****

Note: There is no limit on the number of times you can use veterans' preference.

ORS 408.225-238

Revised 6/7/10
Adopted 03/08/02

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