



# Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

811 Wilshire Blvd • 6<sup>th</sup> Floor • Los Angeles • California • 90017  
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Location: Downtown Los Angeles  
Department: Policy and Planning, Intergovernmental Affairs Division  
Salary: \$65,000 - \$75,000 Annually

## MANAGER, PUBLIC POLICY

Under the direction of the Associate Director of Intergovernmental Affairs, the Public Policy Manager will be responsible for leading and coordinating the public policy and legislative priorities and activities of the Los Angeles Homeless Services Authority (LAHSA). Supervising a combination of policy and legislative and policy and planning staff, the Public Policy Manager will ensure LAHSA is proactive in its public policy agenda and response to external policy requests and support other Departments in their need for policy guidance and analysis. The Policy and Planning Department has distinct responsibilities that impact LAHSA's leadership in overall homeless coordination and planning across the Los Angeles Region; intergovernmental affairs, policy and legislative activities; community and stakeholder engagement across various groups, regions and organizations; external and internal data and research; and the annual Point-in-Time count.

**Core Competencies:** Project Planning and Management, Problem Solving, Analytical Skills, Customer Service, Negotiation Skills, Mentoring, Relationship Building, Conflict Management, Interpersonal Skills, Staff Management and Development, Oral and Written Communication.

### Qualifications and Experience:

- Bachelor's Degree in Public Policy, Public Administration, Law or related field preferred, with a minimum of 3-5 years in managing public policy, legislative and/or public affairs.
- Minimum of 3-5 years in managing staff.
- Minimum of 3-5 years in public policy, legislative affairs and working with elected officials and their staff and staff from agencies or organizations with a policy and advocacy agenda focused on homelessness.
- Minimum of 3-5 years in supervising the completion of public policy analysis and briefs.
- Demonstrated training and experience in facilitation and meeting management skills.
- In-depth knowledge of homeless populations, systems and programs, including HUD/HEARTH federal policy and program guidelines.
- Knowledge of complex, public systems of care for the homeless population.
- Knowledge of relevant research on the homeless and evidence based practices for homeless systems and interventions.
- Problem solver and strong collaborator with exceptional interpersonal skills
- Proven ability to manage different groups and teams.
- Highly motivated self-starter and must enjoy a fast-paced environment.
- Excellent and proven written and oral communication skills
- Flexible and creative team player who can juggle multiple tasks under pressure and sometimes with limited information.

### **Duties and Responsibilities**

- Formulates strategies for effective implementation of LAHSA's approved legislative priorities, prepares legislative strategies in coordination with the LAHSA Policy and Planning Committee of the Commission, and advises LAHSA's executive management on relevant legislation and legislative activity.
- Manage and coordinate the work of staff to support LAHSA's public policy and legislative agenda.
- Liaison to the City and County of Los Angeles when it comes to public policy and legislative analysis, priorities and activities.
- Support the Associate Director of Intergovernmental Affairs in the management of the Los Angeles Regional Advisory Council and Joint City and County Implementation Group.
- Works closely with public and private stakeholders to develop consensus and coordination on public policy and legislative priorities and activities.
- Develop and implement strategies to regularly inform and communicate with the Los Angeles Continuum of Care on LAHSA's public policy and legislative priorities.
- Coordinate LAHSA's Policy Agenda with the City and County of Los Angeles.
- Oversees the tracking and reviewing of bills related to housing, homelessness and supportive services that impact homeless and housing programs.
- Obtains and evaluates relevant data, information, and perspectives from agency staff, members, interest groups, bill sponsors and other governmental agencies
- Coordinates LAHSA's responses to policy and legislative issues
- In coordination with the Associate Director of Intergovernmental Affairs, prepares regular updates and reports to the LAHSA's Management team on public policy and legislative activities.
- Work with the LAHSA Policy and Planning Commission Committee, LAHSA Executive Management team to develop an annual public policy and legislative agenda with systems in place to measure success in implementing and advancing LAHSA's agenda.
- Participates in a variety of committees and task forces; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of transportation and policy.
- Supervisor policy and legislative staff, policy and planning staff, public policy interns and other staff as assigned.
- Other duties may be assigned.

### **To Apply: Mail, Fax or Email Cover Letter and Resume to:**

Los Angeles Homeless Services Authority  
Attn: Keshia Douglas, Director of Administration  
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Los Angeles, CA 90017  
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Email: [humanresources@lahsa.org](mailto:humanresources@lahsa.org)