



Los Angeles Homeless Services Authority

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

811 Wilshire Boulevard, 6th Floor • Los Angeles • California • 90017
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Title: Manager, Planning
Department: Policy and Planning Department
Job Status: Regular, Full-time, Exempt
Salary: \$65,000 to \$75,000

Under the leadership of the Associate Director of Policy and Planning, the Planning Manager assists in the development and implementation of LAHSA's broad range of planning activities related to the collection, analysis and reporting of data and information associated with homelessness in the Los Angeles Continuum of Care. This position is responsible for the supervision of the Planning Unit's staff to ensure projects are completed on time. Major areas of responsibilities include:

1. Management and supervision of the Planning Unit;
2. Management and support of the Homeless Count including outreach/recruitment activities and events, and oversee the Street Count, Demographic Survey, Shelter Count, and Youth Count;
3. Oversee the building of successful community and coalition partnerships within the Los Angeles Continuum of Care (LA CoC) including strengthening community planning and establishing collaborative efforts with LAHSA's partner agencies and other stakeholders;
4. Ensure capacity building and technical assistance opportunities for community partners and stakeholders within the LA CoC.

Essential Job Functions

Supervision

- Supervise and manage 2 Coordinators and 2 Regional Coordination Supervisors;
- Provide strong training, professional development, and coaching to the Planning Unit;
- Leverage the skill-sets of the team to complete main functions of the Planning Unit;
- Serve as a bridge between management and Planning Unit for both advocacy and support;
- Other duties as assigned by the Associate Director of Policy and Planning.

Homeless Count

- Oversight and management of the entire Homeless Count process – pre and post;
- Coordination, facilitation, training and engagement of the community on Homeless Count and activities.
- Plan, coordinate, track, and support Regional Coordinators' outreach and recruitment efforts;
- Outreach, engage, and enhance relationships with targeted communities for partnership in the Homeless Count;
- Assist in data coordination, collection and analysis and report submission and completion;
- Other duties as assigned by the Associate Director of Policy and Planning.

Planning

- Facilitate local communities to define client needs, community resources, and design and implement strategic and/or community plans from needs assessment to evaluation;
- Oversee meetings with local planning groups and provide support with selected Homeless Coalitions;
- Represent LAHSA at Quarterly and other external community meetings;
- Provide support to the implementation of the City and County Homeless Strategies;
- Prepare monthly content for inclusion on LAHSA Website;
- Other duties as assigned by the Associate Director of Policy and Planning.

Capacity Building and Technical Assistance

- Provide assistance with the Service Planning Areas (SPAs) capacity building, training and technical assistance and document/track needs;
- Participate in the development of a coordinated capacity building approach, develop current and future resources to support capacity building and technical assistance.
- Other duties as assigned by the Associate Director of Policy and Planning

Minimum Qualifications: This position requires knowledge and/or experience with the homeless delivery system, particularly within the LA CoC. Preference will be given to applicants with a background in community engagement and relationship building with businesses, community organizations and coalitions. Applicants familiar with the Homeless Count and have existing relationships and networks within the LA CoC, will also be given preference. Minimum of 5 years in a similar senior management level position is also required. Candidates with in depth experience with technology and social media; strong organizational and administrative skills as well as strong attention to detail is critical. In addition, applicants will demonstrate the ability to communicate with all levels of management, staff and external parties including service providers, city and county department staff and homeless individuals. Must have excellent time management, project management skills, and the ability to prioritize multiple tasks in order to meet deadlines.

The position will require significant extended hours during the critical moments prior to the Homeless Count. The Count is scheduled to take place the last week of January (January 24, 25, and 26, 2017). The use of a smart phone, and regional travel is required. Candidate must have a valid California driver license and access to an insured vehicle. Mileage for travel in fulfillment of job responsibilities will be reimbursed. Must be able to competently use: Microsoft Office 2010 (Excel, Outlook, Word, PowerPoint), Facebook, Twitter. Familiarity with GIS mapping and MS Project are highly desirable.

Training and Education: Masters' degree in Urban Planning, Public Administration or a related field required. Demonstrated knowledge of, skills and abilities needed to implement and manage planning and research related to housing and essential social services, such as: data analysis, grant writing, community and peer meeting facilitation, program budgeting, contract negotiations, creating viable reporting systems and programs' evaluation. Must have strong management & supervisory skill set including staff development, coaching and infrastructure development. At least two years' experience in community engagement/capacity building and technical assistance; Significant relevant work experience may be considered in lieu of a Master's degree.

Job Contact Information:

Interested applicants shall submit a resume, cover letter, at least 3 professional references and sample work product to:

Keshia Douglas, Director of HR & Administration
Email: kdouglas@lahsa.org
Fax: (213) 553-9373