

City of Seattle

Senior Planning & Development Specialist

SALARY	\$47.57 - \$55.44 Hourly	LOCATION	Seattle, WA
JOB TYPE	Classified Civil Service, Regular, Full-Time	JOB NUMBER	2023-02228
DEPARTMENT	Human Services Department	DIVISION	Youth & Family Empowerment
OPENING DATE	12/20/2023	CLOSING DATE	Continuous

Position Description

The [City of Seattle](#) recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, our personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the [Race and Social Justice Initiative \(RSJI\)](#) by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services.

Seattle's Human Services Department (HSD) seeks a talented **Senior Planning & Development Specialist** to join its Youth and Family Empowerment (YFE) team. A successful candidate brings a passion for community engagement, experience in project management, and a strong commitment to race and social justice to this role. The Senior Planning & Development Specialist is a critical thinker and leader, guiding a variety of planning activities to shape the City's investments in key outcomes for youth and families.

In addition, this position will have the key role of leading and planning for all YFE native-led and indigenous services working alongside indigenous communities. This role will serve as community liaison, strategic planner, and drive results within community alignment through deep relationships within Seattle's Native and Indigenous communities.

Seattle's Human Services Department planning connects people with resources and solutions during times of need so we can all live, learn, work, and take part in strong, healthy communities. We invest in programs and services to meet the basic needs in our communities using innovative and collaborative approaches.

The Senior Planning & Development Specialist supports key HSD strategies including 1) Preparing Youth for Success, 2) Supporting Affordability and Livability, and 3) Promoting Public Health.

This position will be the lead Affordability Planner for HSD's Youth and Family Empowerment Division and lead efforts across the division resulting in Indigenous Wellness driven by native community voices.

Please note that the first pull of resumes will be on January 30, 2024.

Job Responsibilities

- Leading HSD's Youth and Family Empowerment (YFE) affordability portfolio

- Leading all of YFE native-led programming and investments and serve as subject matter expert for HSD
- Convening leaders in Seattle's native and indigenous communities
- Leading multidisciplinary and interdepartmental teams focused on supporting native-led organizations
- Leading large-scale community engagement processes to inform YFE's Affordability portfolio
- Planning, implementing and evaluating key City initiatives
- Researching best practices; developing literature reviews, landscape assessments and other report
- conversations in native-led and native-allied groups to inform YFE's portfolios.
- Leading or supporting competitive funding processes and other projects centering on equity including RFP
- Providing leadership and collaborative partnership in department, City and community workgroups regarding native-led and indigenous programming
- Supporting implementation of the City's priorities, including implementation of budget adds, creates line-item budgets which include community member honorariums, funding awards, administrative costs, etc.
- Working with key content experts, community members, and researchers to collect current and credible data and further technical research.
- Prepares and makes presentations to diverse audiences such as elected officials, community leaders, and other funders.

Qualifications

Minimum Qualifications:

Education: A bachelor's degree in planning, public administration, public policy, social/human services, or related field.

Experience: Three years of experience in planning and research related to land use, urban economics, human services, environmental issues, conservation; or other work directly related to City planning and development activities

Certification/License: The ability to travel within the community.

Desired Qualifications:

- Understanding of and commitment to racial equity and social justice
- Experience in non-profit, human services, public health or other public services
- Ability to communicate effectively with a diverse range of stakeholders, including people with lived experience, policymakers, service provider partners, funding partners, and agency staff
- Strong analytical skills
- Experience working with vulnerable populations including, but not limited to, communities of color and low-income communities
- Experience leading and supporting stakeholders who are not under direct supervision

Additional Information

Hiring Process

Applications are reviewed after the posting closes. Qualified candidates must submit the following to be considered:

1. Completed NEOGOV online application.
2. Current résumé indicating relevant experience and education.
3. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
4. Supplemental questionnaire responses

The hourly wage for this opportunity is \$47.57 - \$55.44.

Offers of employment are contingent on verification of information provided by the applicant as part of the application process. This will include a background check, DSHS fingerprinting, drivers abstract and a physical.

For more information on the Human Services Department, please visit: www.seattle.gov/humanservices.

Work is typically performed in a hybrid work environment in which a minimum of 2 days of the work is completed in a City office, and 3 days of the work is completed remotely in a regular 40-hour work week. The position will also have the possibility of attending occasional evening meetings.

The City of Seattle offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental, vision, life, and long-term disability insurance for employees and their dependents. More information about employee benefits is available on the City's website at: <https://www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans>

Agency

City of Seattle

Address

Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, Washington, 98104

Website

<http://www.seattle.gov/jobs>

Senior Planning & Development Specialist Supplemental Questionnaire

***QUESTION 1**

Please share any professional or personal experience working with Native American or Indigenous communities. If you do not have any, please put N/A.

* Required Question