

# Los Angeles Homeless Services Authority

-A Joint Powers Agency Created by the City and County of Los Angeles-

453 South Spring Street • 12<sup>th</sup> Floor • Los Angeles • California •  
90013

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8488

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## JOB DESCRIPTION

**Title:** Director of Policy and Planning

**Classification Standards:** Under the direction of the Executive Director, this position develops and implements LAHSA policy, planning and public affairs materials, agendas and programs to support ending homelessness in Los Angeles City and County. Responsible for providing policy and planning analysis to the LAHSA Executive Director, Commission and City and County partners, the Director manages the collection, analysis, and reporting of local, state and federal policy issues, the integration of planning work with other LAHSA departments, manages the collaboration on planning efforts and community-based planning throughout the continuum, manages the planning components for the annual SuperNOFA grant application and coordinates the timely completion of the bi-annual Homeless Count.

**Minimum Requirements:** This position requires knowledge of Federal, State, and local statutes, ordinances and regulations relating to housing and homeless service programs, and a mastery of the strategic planning process. Must understand Federal, State and local legislative processes. Excellent verbal and written communication skills are essential. This position also requires diverse knowledge relating to the funding and provision of homeless services and housing, trends in federal, state and local funding priorities, general knowledge relating to data collection methods and statistics, staff management and development skills, and excellent project management and planning skills.

**Training and Experience:** An Advanced Degree in a planning, legal, or policy-related field is strongly preferred, but additional appropriate experience may be substituted. Must have demonstrated knowledge, skills and abilities required to manage professional staff, identify, track and analyze legislative proposals, oversee research and data collection projects, strong meeting facilitation skills, mastery of strategic planning and planning facilitation, superior writing ability and experience in public speaking, and ability to work with governing boards, diverse community groups and representatives of elected officials.

### **Essential Job Functions:**

- Oversee planning efforts to address homelessness, working with local coalitions and collaborative to develop meaningful, executable plans to end homelessness;
- Develop and communicate annual legislative agendas responding to legislative opportunities and policy needs at local, state and federal levels.

- Coordinate with LAHSA departments to obtain information and data needed to support policy & planning analysis and positions.
- Conduct and supervise the preparation of white papers and other written analysis of policies and legislation.
- Develop and make presentations on policy and/or planning to other public groups.
- Prepare and present reports to the Executive Director and LAHSA Commission as needed.
- Effectively manage large projects, including the annual SuperNOFA granting process and the biannual Homeless Count;
- Effectively manage and develop staff;
- Perform other duties as assigned by the Executive Director or the Chief Operating Officer.

To be considered for this position, please forward a resume and cover letter to:

Los Angeles Homeless Services Authority (LAHSA)  
Attn: Keshia Douglas, Director of Administration  
453 S. Spring Street, 12<sup>th</sup> Floor, Los Angeles, CA 90013  
Fax: (213) 892-0093; Email: kdouglas@lahsa.org

***LAHSA IS AN EQUAL OPPORTUNITY EMPLOYER***