

# Los Angeles Homeless Services Authority

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

811 Wilshire Blvd. • 6<sup>th</sup> Floor • Los Angeles • California • 90017  
Telephone: (213) 683-3333 • Fax: (213) 892-0093 • TTY: (213) 553-8488

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## JOB DESCRIPTION

**Title:** Director of Policy and Planning

**Description:** The Los Angeles Homeless Services Authority (LAHSA) is seeking an experienced Director of Policy and Planning, who, as a member of the senior management team, is responsible for coordinating and leading strategic planning and policy development processes for the organization and the Los Angeles Homeless Continuum of Care. The Director is responsible for the coordination and management of processes to align HUD's homeless funding priorities and initiatives with the community needs and LAHSA's mission, vision and values by guiding community assessments, service area planning, and advising the Continuum on grant strategies and program effectiveness utilizing evidence-based research and evaluation. The Director reports to and works directly with the Executive Director to develop, communicate and implement homeless planning and policy to support reducing and ending homelessness in Los Angeles City and County. The Director staffs the Commission Policy and Planning Committee, and provides effective, timely policy and planning analyses to the LAHSA Executive Director and senior management team, the LAHSA Board of Commissioners, and City and County partners. The Director also manages the integration of Continuum planning activities and policy decisions within LAHSA by working in partnership with other LAHSA operating departments, coordinates the annual HUD Homeless funding application, the biennial Los Angeles Continuum of Care point in time Homeless Count, the annual Shelter Count, and manages a staff of five.

**Minimum Requirements:** This position requires significant experience in strategic planning and policy analysis and development, knowledge of Federal, State, and local policymaking, a familiarity of homeless housing and service programs, and the ability to manage and develop staff to achieve organizational and Continuum goals. Knowledge and experience in data collection methods and statistics, and large project management is highly preferred. Other key characteristics of a successful candidate include excellent interpersonal and communication skills, excellent judgment, and the ability to work and communicate effectively with a wide range of constituencies in a diverse community.

**Training and Experience:** A degree in Planning, Public Administration, or a related field from an accredited College or University, accompanied by a career with demonstrated major accomplishments consistent with the requirements of the position is required. A Master's Degree is preferred but not required. Minimum of 5 years in a similar senior management level position and 10 years managing 4 or more staff is also required. Must have accomplishments that demonstrate the ability to get things done, and the knowledge, judgment, skills and abilities required to oversee a complex planning environment, large research and data collection projects, strong meeting facilitation skills, mastery of strategic planning and planning facilitation, superior writing ability and experience in public speaking, ability to work with governing boards, diverse community groups and representatives of elected officials, and the ability to successfully manage major projects.

**Essential Job Functions:**

- Oversee planning efforts to reduce, prevent, and end homelessness, working with local coalitions and other planning partners to develop proven practices to end homelessness and develop an effective and efficient performance based homeless system of care;
- Develop and communicate legislative agendas in response to policy needs at local, state and federal levels;
- Develop and make presentations on policy and/or planning to other public groups;
- Prepare and present reports to the Executive Director, LAHSA Commission, and its Committees, as needed;
- Effectively manage large long-term projects, including the annual SuperNOFA funding process, the biennial Homeless Count, and the annual Shelter Count;
- Effectively manage and develop staff; and,
- Perform other duties as assigned by the Executive Director.

Salary is Commensurate with Experience

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  
811 Wilshire Blvd., 6<sup>th</sup> Floor, Los Angeles, CA 90017  
Fax: (213) 553-9373; Email: [kdouglas@lahsa.org](mailto:kdouglas@lahsa.org)

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