

Los Angeles Homeless Services Authority

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

453 S. Spring Street • 12th Floor • Los Angeles • California • 90013
Telephone: (213) 683-3333 • Fax: (213) 892-0093 • TTY: (213) 553-8488

JOB DESCRIPTION

TITLE: Programs Unit Manager

Salary Range: \$60,000 - \$75,000 Annually

Classification Standards: Under the supervision of the Director of Programs, provides leadership in contracts and grants management to a team of programs specialists and manages a portfolio of contracts.

Minimum Qualifications: Knowledge of systems and programs that impact homeless persons; program development and implementation processes; homeless funding regulations, requirements and procedures; budgeting as it relates to public funding; and principles of contract administration. Knowledge of intermediate and advanced level of computer software programs specifically, Microsoft Office (Word, Excel, Access and Outlook) and the Internet. Candidates must have excellent time management skills, pay attention to detail, and have strong interpersonal communication, organizational and writing skills. Ability to work as a leader of a team with a collaborative, straightforward approach to grants management; build successful relationships and establish collaborative efforts across the organization at multiple levels and with LAHSA contractors and other stakeholders; plan, organize and implement work activities by work prioritization; and work independently and exercise initiative and good judgment. A valid Driver's License is required.

Training and Experience: Bachelor's degree in public administration, public policy, human services, social studies or related field. An equivalent combination of applicable training and experience may be substituted for education requirement (one and a half years of applicable experience for every one year of post-secondary education). Minimum of five years experience working in the public or private sector focused on human services.

Essential Job Functions:

- Provide team lead oversight relating to grants and contract management.
- Develop tools for effective contract management i.e. agency procedures, department forms etc.
- Prepare boilerplate contracts in consultation with LAHSA counsel.
- Plan and support the development and implementation of workshops and training based on LAHSA's overarching goals.
- Prepare and present contract related items for presentation to the LAHSA Commission.
- Evaluate proposals for funding.
- Prepare and negotiate contracts and/or amendments, evaluate and approve budgets, review and approve budget modifications.
- Review and approve Technical Submissions and submit them to the Department of Housing and Urban Development (HUD).

- Prepare environmental review reports and conduct any subsequent site visits necessary.
- Collect and review monthly or quarterly or annual reports from contractors.
- Perform a risk analysis of all contractors.
- Conduct monitoring reviews based on risk analysis. (Interim action as HMIS is implemented.)
- Interact with LAHSA funders, primarily HUD, the City and County of Los Angeles when appropriate to negotiate, discuss or consult on specific contractual issues.
- Maintain an accurate and up-to-date database of contract-related data.
- Provide limited technical assistance to contractors in contract guidelines and grant regulations.
- Attend workshops, meetings and conferences as appropriate.
- Other duties and special projects as assigned.

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

Los Angeles Homeless Services Authority
Attn: Keshia Douglas, Director of Administration
453 South Spring Street, 12th Floor
Los Angeles, CA 90013
Fax: 213-892-0093
Email: kdouglas@lahsa.org

LAHSA IS AN EQUAL OPPORTUNITY EMPLOYER

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