

City of Seattle

Policy & Planning Director

SALARY	\$61.90 - \$92.84 Hourly	LOCATION	Seattle Municipal Tower, 700 5th Ave., Seattle, WA
JOB TYPE	Classified Civil Service, Regular, Full-Time	JOB NUMBER	2026-01376
DEPARTMENT	Office of Housing	OPENING DATE	10/13/2026
CLOSING DATE	11/24/2026 4:00 PM Pacific		

Position Description

The Seattle Office of Housing (OH) increases opportunities for people of all incomes to live in our city. We manage investments in affordable housing and programs for developers to fund the preservation and production of affordable homes in Seattle. We also provide home repair and weatherization programs for lower-income residents. The OH Policy & Planning team oversees affordable housing policy, planning, and program development as well as ongoing data analysis for existing and new housing programs. Major responsibilities include oversight of the 2023 Seattle Housing Levy goals, Levy Administrative & Financial Plan, and required reporting and stewardship of the OH Housing Funding Policies.

The Director of Policy & Planning will provide strategic leadership for the Office of Housing by creating, implementing, and managing major Office efforts related to policy, data analysis, and evaluation of existing and new housing programs. The Director is expected to create an environment of equity and inclusion by supporting the goals of the Race and Social Justice Initiative (RSJI), modeling behavior that promotes RSJI, and applying the equity and inclusion lens to Office work.

This role is responsible for leading major policy initiatives, developing strategy, and serving as the primary steward for the Office's work as it evolves from policy concepts to full implementation. This includes oversight of the preparation of legislation, memos, funding applications and reports, written work plans, agreements and contracts, and other written communications needed to develop and implement housing programs.

Job Responsibilities

Your top 3 priorities in this role will be:

- 1. Affordable Housing Policy Analysis, Development, and Reporting:** Overseeing policy analysis, development, monitoring, and reporting requirements for the Office of Housing's existing housing investments for renters and homeowners: JumpStart/Payroll Expense Tax, Seattle Housing Levy, Incentive Programs (Multifamily Tax Exemption, Mandatory Housing Affordability and Incentive Zoning), and Sustainability and Preservation Programs (Weatherization and Home Repair). Overseeing analysis, development, monitoring, and reporting for major Office policies, such as Community Preference, Notice of Intent to Sell, and inclusionary zoning.
- 2. Planning & Program Development:** Leading strategic planning and analysis related to existing and new housing programs. Monitoring and reviewing existing housing policies, programs, and investments and recommending changes informed by data and evidence. Engaging with community partners to examine existing and new housing

policies and programs, receive new ideas and input, and make changes as justified by changed market conditions and operating realities. Leading City Council legislative strategy, including policy formation, document drafting, community engagement, political process, review, and adoption.

3. **Data Analysis and Evaluation:** Identifying strategic analyses to support OH investments, fund sources, and policy objectives. Developing processes to launch major analytical projects to develop data and recommendations to inform discussions and decision-making regarding the City's existing and new housing policies, investments, and programs. Implementing and maintaining a data strategy for multiple programs, gathering and analyzing data for trends and program improvement opportunities, and providing regular communications about critical department and program data – for both internal and external audiences. Overseeing OH's role in data, analysis, establishment of goals, and document drafting related to major citywide and regional efforts.

Here's more about what you'll be doing in this role:

- Supervising the work of the team that consists of four Strategic Advisors and two Data Analysts, by organizing, planning, prioritizing, and assigning work, monitoring individual and group performance for productivity, timeliness, and quality of work, and providing honest feedback and evaluation of performance.
- Collaborating with external agencies and internal teams and departments; representing and speaking on behalf of the Office of Housing; making recommendations and decisions; and providing input on housing policy and investments.
- Developing strategy and content and delivering presentations to Mayor's Office, Council, committees, community groups, and other key partners related to housing programs.
- Serving as or supervising work of the Office of Housing City Council liaison, ensuring legislation is well supported through city processes, and ensuring Council deliverables are achieved.
- Resolving and working through difficult, complex, or controversial situations through direct communication, problem-solving, and diplomacy. Collaborate across workgroups, divisions, departments, and with outside parties on individual cases and general policy and procedural matters.
- Utilizing efficient processes and ensuring sound internal controls; making recommendations for improvements to processes and procedures and overseeing implementation. Coordinate program objectives and project delivery with OH Director, senior leaders, and partners.
- Overseeing policy development, planning, research and analysis, and reporting requirements to inform discussions and decision-making, and to assess existing and new housing investments, programs, and policies, and to inform future changes.
- Leading strategic communications and messaging in support of the Office's policies and programs by creating presentations, documents, online materials, and other communication tools.
- Serving as primary steward for the Office as work evolves, from policy concepts to implementation to reporting and strategic storytelling.
- Identifying, analyzing, and pursuing new program opportunities and collaborating strategically across OH teams, City departments, external agencies, and partners.

Qualifications

In the role of Director of Policy & Planning, you will be most successful if you have demonstrated significant experience and expertise implementing and managing strong data analysis and evaluation methods across multiple housing programs and conducting ongoing analysis needed to help inform discussions and decision-making for housing programs. You will supervise a team of managers and be responsible for establishing and monitoring performance and goals related to OH's programs and strategic plans. Specifically, you will be prepared for this role with a combination of the following:

Experience:

- Holding leadership roles, particularly in roles working with Housing equity policy planning, implementation, and evaluation
- Strong understanding of advocacy, policy, and/or program development
- Successfully leading high-priority and highly visible initiatives
- Advancing equity, diversity, and inclusion goals and practices
- Demonstrated commitment to stewardship of public trust/resources

Skills:

- Strong leadership and strategic thinking
- Writing, public speaking, and presenting information to diverse groups of constituents
- Critical thinking and problem solving
- Political acumen
- Building respectful and collaborative relationships with people at all levels of an organization
- Developing and managing multiple complex projects

The ability to:

- Develop and execute a vision for Affordable Housing Policy Analysis that aligns with the department's goals and values
- Think critically, creatively, and strategically under the pressure of tight deadlines
- Coach, counsel, and develop employees, including those of different racial, cultural, and demographic backgrounds
- Provide direction to Senior Leadership in an environment of change and a willingness to make difficult and challenging decisions
- Provide clear expectations and directions and foster creativity and problem-solving
- Get things done and implement strategic plans

Additional Information

This is a full-time civil service position, which is classified as a Manager 3, General Government. It is exempt from the Fair Labor Standards Agreement (FLSA) and is not eligible for overtime.

Salary: The full salary range for this position is \$61.90- \$92.84 per hour (\$129,247.20 - \$193,849.92 annually based on 2088 hours per year). The salary range for this individual position has been identified as \$77.37 - \$85.11.

Schedule: This position offers the flexibility of a hybrid work schedule. Employees will be expected to be in-office three days a week. Individual schedules will be based on agreement between the employee and their supervisor.

Benefits: 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>. Please select an option under the "Most Employee Benefits" heading.

Background Check: Applicants must successfully pass a background check, which will be conducted in accordance with Seattle's Fair Chance Employment Ordinance, SMC 14.17. Applicants will have the opportunity to explain or correct background information and provide verifiable information of good conduct and rehabilitation.

Hiring Timeline: The first round of interviews for this position is tentatively scheduled for December 14-18, 2026 with the second round taking place on January 4-8, 2027.

Accommodations: We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact Sandra Wong or sandra.wong@seattle.gov to request accommodation.

Why work at the City? At the City of Seattle, public service is more than a job; it's a chance to shape the future and make a meaningful difference in the lives of everyone who works, lives, or plays in our city. With 12,000 employees across 40+ departments and 1,100 job titles, we are united by a common purpose: to create a Seattle that is vibrant and welcoming for all. Whatever your role, you'll help power a forward-looking city that leads by example — inclusive, innovative, equitable, and community-focused — while joining a diverse team committed to solving challenges and making a lasting impact together. Join us in building a Seattle where everyone thrives!

APPLICATION PROCESS:

Please submit your application at <https://www.governmentjobs.com/careers/seattle>. Applications will be accepted for this position until **4:00pm Pacific Time on Tuesday, November 24, 2026**. To be considered for this position, in addition to completing your application fully, please attach:

- A PDF of your current resume that illustrates your related skills, experience, and abilities
- Cover Letter explaining your interest in this opportunity with Seattle's Office of Housing and your capability to perform in this role

We encourage you to review the City of Seattle's [Application and Interviewing Tips Guide](#) ([Download PDF reader](#)). ([Download PDF reader](#)), which may be used as a resource as you prepare to apply and interview for positions with the City of Seattle.

This position is open to all applicants who meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The City of Seattle encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Sandra Wong at sandra.wong@seattle.gov

Employer

City of Seattle

Address

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

Website

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

Policy & Planning Director Supplemental Questionnaire

QUESTION 1

Provide one strong example to describe your experience with policy research, analysis, and development

QUESTION 2

Provide one strong example to describe your experience with new program development and evaluation or evaluation and evolution of an existing program.

QUESTION 3

Describe one specific role from your career, and how that experience (working in affordable housing, urban planning, community development, human services, or other related fields) has prepared you for this leadership position.

QUESTION 4

The City of Seattle, including the Office of Housing, plays a vital role in helping to reduce racial disparities and create equitable outcomes for everyone. In your experience, what concepts are important to consider when approaching work that will impact diverse populations and low income communities?

QUESTION 5

Describe one example of legislation that you have helped develop by explaining your role in the process and your broad view of the outcome.

QUESTION 6

Have you attached your cover letter and resume? (Required)

☐ Yes

☐ No

QUESTION 7

This position offers the flexibility of a hybrid work schedule. Employees are expected to be in the office 3 days a week. Please confirm your understanding and ability to meet the needs of this schedule.

☐ Yes

☐ No

* Required Question