



United States Interagency Council on Homelessness (USICH)

Director of Legislative Affairs

Job Announcement

July 2022

USICH Title of Position

Director of Legislative Affairs

Salary Grade, Range and Job Family

This position is GS-14. USICH positions are GS-graded and are Excepted Service. This position cannot exceed the sunset date of USICH, which is set for 2028. This position is full-time and includes federal government benefits.

Physical Location(s) of Opportunity

This position is located in the immediate office of the U.S. Interagency Council on Homelessness (USICH) in Washington, DC. USICH offers telework options for this position.

Who will the position reports to:

Executive Director

With whom does this position interact

| Interactions | % Of Time |
|------------------------------|-----------|
| <i>External clients</i> | 30 |
| <i>Internal clients</i> | 30 |
| <i>Direct reports</i> | 15 |
| <i>Staff (below directs)</i> | 1 |
| <i>Peers</i> | 5 |
| | |

Number of direct and indirect reports

Directs: up to 3

Titles and locations of direct reports

DC-based direct reports may include Legislative Affairs Specialist.

Education and certification

College degree preferred. Skills/experience commensurate with position requirements.

What minimal technology will be used in this position

Must have high level of experience with and knowledge of both existing and emerging technology used in the policy space. Must be Internet savvy. Must be fully PC literate using Microsoft suite of standard products to include Outlook, Word, Excel and PowerPoint.

How Much Travel Will Be Required

Local and overnight travel may be required.

Key Roles for this Position

The position serves as the Director of Legislative Affairs for the U.S. Interagency Council Homelessness (USICH), reporting to the Executive Director and managing critical internal and external activities and processes for the agency. As the Director of Legislative Affairs, the employee serves as an advisor to the Executive Director and to members of the Leadership Team and assists the Executive Director in managing and coordinating legislative functions across the agency.

Major Duties and Responsibilities

- The position serves as the Director of Legislative Affairs for the U.S. Interagency Council Homelessness (USICH), reporting to the Executive Director and managing critical internal and external activities and processes for the agency. As the Director of Legislative Affairs, the employee serves as an advisor to the Executive Director and to members of the Leadership Team and assists the Executive Director in managing and coordinating legislative functions across the agency.
- Provides broad and specialized advisory services to the Executive Director and the USICH members, and independently implements high level activities for planning and managing projects, programs, and reporting to advance the implementation of important USICH priorities and activities.
- Proactively identifies critical issues needing the attention of the Executive Director and Leadership Team, suggests paths to resolution, and manages follow-through, as needed.
- Leads strategic relationships with many key external stakeholders in the legislative area, including leading and overseeing the agency's engagement and consultation with Congressional members and staff focused on homelessness and housing.
- Leads the agency's Congressional relations activities, including periodic briefings, ensuring a strong understanding of USICH's role and impact across Congressional offices and committees, and coordinates USICH communication with Congressional offices and committees in response to requests for guidance regarding local, state and Federal policy issues and priorities.

How much decision-making latitude is accorded this position

As Defined by the Executive Director

Factor Level Descriptions

Incumbent serves as a Supervisory Category Manager; directs highly technical or complex programs within Legislative Affairs, which involves the development of key agency regulatory, policy development, or comparable programs. In addition, provides expert advice to the Council, Executive Director and other leadership team members on interpretation of policy and congressional initiatives, regulations or other developments that could impact the policy work of the agency. Projects are vital and integral to the mission of the office of the Interagency Council on Homelessness (USICH). The work involves establishing criteria, formulating projects, and assessing program effectiveness. USICH is an independent Federal agency having nationwide scope and a professional staff responsible for administering the USICH programs.

Application Information

For immediate consideration, please send to jobs@usich.gov all of the following: a cover letter which includes your availability and qualifications that match our requirements and your resume.

Announcement open to the public.

Position open until filled. Review of applications will begin immediately upon receipt and position will be filled as soon as possible.

Position duty station is Washington, DC, with telework options.

USICH is an Equal Employment Opportunity employer.

You must be a U.S. citizen to be considered for this position.

This position requires a background check; must be able to successfully pass and maintain clearance.

All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.

Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do under the Selective Service Law.

This is a federal government, excepted service position, open to all candidates with or without prior federal government experience.

Position includes a 1 year probationary period in which incumbent can be terminated without cause.

Relocation expenses are not authorized.

Full-time position with federal government benefits.

The Federal government offers a number of exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. To find out more click here <http://www.usajobs.gov/EI/benefits.asp> .

This position is exempt from the Fair Labor Standards Act.

This position is not in a bargaining unit.