



## UNITED STATES INTERAGENCY COUNCIL ON HOMELESSNESS (USICH) JOB ANNOUNCEMENT FOR DIRECTOR OF LEGISLATIVE AFFAIRS-GS-301-14

<b>USICH POSITION TITLE</b>	Director of Legislative Affairs
<b>SALARY RANGE AND GRADE:</b>	Salary Range: \$132,368-\$172,075; Grade GS-301-14; Budget Cap: 150,016
<b>USICH OFFICE LOCATION</b>	250 E Street, Suite 3100, Washington, DC 20024
<b>TELEWORK STATUS</b>	Telework at the discretion of the Agency; DC duty station
<b>POSITION REPORTS DIRECTLY TO</b>	Executive Director of USICH
<b>POSITION INTERACTIONS</b>	External clients, Internal clients, Direct reports, staff, peers, vendors
<b>NUMBER OF DIRECT REPORTS</b>	none
<b>TITLES AND LOCATIONS OF DIRECT REPORTS</b>	N/A
<b>EDUCATION REQUIREMENTS</b>	No education requirement; however, bachelor's or master's degree a plus
<b>TRAVEL REQUIREMENTS</b>	Local and overnight travel may be required

### KEY ROLES

This position serves as the Director of Legislative Affairs with the U.S. Interagency Council for Homelessness (USICH) and reports to the Executive Director. The mission of the USICH is to coordinate the Federal response to homelessness and to create national partnerships at every level of government and with the private sector to reduce and end homelessness in the nation while maximizing the effectiveness of the Federal Government in contributing to the end of homelessness. This role manages critical internal and external activities and processes for the agency and serves as an advisor to the Executive Director and members of the Leadership Team. This role also assists the Executive Director in managing and coordinating legislative functions across the agency.

### MAJOR DUTIES AND RESPONSIBILITIES

- This position serves as the Director of Legislative Affairs for USICH and provides broad and specialized advisory services to the Executive Director and USICH staff. Independently implements high level activities for planning and managing projects, programs, and reporting to advance the implementation of important USICH priorities.
- Proactively identifies critical legislative and congressional issues germane to homelessness needing the attention of the Executive Director and Leadership Team, suggesting paths to resolution, and managing 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.

- Leads the agency's Congressional relation activities, including periodic briefings. Ensures a strong understating of USICH's role and impact across Congressional offices and committees, and coordinates USICH communication with Congressional offices and committees in response to request for guidance regarding local, state, and Federal policy issues and priorities.
- Develop and implement the necessary management systems and procedures to ensure that the policies, programs, goals, and objectives of the Council are achieved.
- Duties as assigned.

#### Application Information

- For immediate consideration, please send to [legislativejobs@usich.gov](mailto:legislativejobs@usich.gov) the following: a cover letter which includes your availability and qualifications that match our requirements, and your resume.

**USICH employees are Excepted Service, Schedule A. USICH is currently authorized through 2028. No USICH position can exceed the sunset date .**

- The announcement is open to the public.
- This position open until filled. Review of applications will begin immediately upon receipt and position will be filled as soon as possible.
- The position duty station is Washington, D.C.
- USICH allows telework at the discretion of the agency. Employees must be able to work in the Washington DC office at the discretion of the immediate supervisor and at the employee's expense. Commuter benefits are available.
- 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 (Schedule A) 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.
- This is a Full-time position with federal government benefits.
- The Federal government offers several 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 [Federal Employee Compensation Package \(opm.gov\)](#).

- This position is exempt from the Fair Labor Standards Act. This position is not in a bargaining unit.