Job Description

Position Title: ILG Program Manager
Classification: Manager
Pay Grade: Level 8
Department: Institute of Local Government

Employment Status: At-Will
Position Reports To: Executive Director, ILG
Positions Supervised: Support staff assigned to assigned programs & services
Judgment Exercised: Exercises standard independent judgment
Overtime Status: Exempt

Position Summary

Assumes mid-level responsibility for coordinating programs by developing resources in the respective program area(s); supports the overall strategy and work plan for assigned program, including planning, budgeting, execution, evaluation and fundraising; may provide lead direction; performs related duties as assigned. Typically provides primary program support under the direction of a Sr. Program Manager or Director.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists the Sr. Program Manager or Director with research on available funding; develops and prepares budgets; prepares monthly, quarterly, and final grant reports; serves as primary liaison between ILG and lower level funders; maintains effective relationships with current and potential funders.
- Plans, attends, facilitates, evaluates, and records notes for a variety of internal and external meetings; leads and participates in discussions regarding program development, planning, budgeting, and management of assigned ILG programs in accordance to organizational goals.
- With guidance from a Sr. Program Manager or Director, develops and disseminates key written communications, including reports, blogs, industry magazine articles through research and interviews; prepares social media content to promote publications and resources; develops a variety of original written materials suitable for web or print distribution.
- Designs and executes trainings and presentations at a variety of local, regional and statewide conferences and meetings; applies for sessions, invites and prepares speakers, coordinates meeting planning, determines budget with appropriate staff, creates and manages all invitations, and performs related duties.
Develops, establishes, and maintains relationships with consultants, funders, staff, partners, and community-based organizations through a variety of mechanisms.

Represents ILG, maintains a strong working knowledge of the program, and understands cities, counties and special districts throughout the state including their goals, values and political environment; maintains ongoing relationships with local elected officials and local government staff of cities, counties and special districts to ensure ongoing support and knowledge sharing.

Supports event-planning efforts for related programs.

Performs research and documentation of programs and policies implemented by local governments in response to legislative/state mandates to help inform decision-making at the local level.

General

- Provides occasional direction, guidance and support to assigned staff operating under tight deadlines and often-changing priorities.
- Travels occasionally to locations throughout California in the performance of duties.
- Works beyond Cal Cities’ normal 8:30 a.m. to 5 p.m. Monday through Friday business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish tasks and goals.
- Performs other duties as required.

Job Qualifications

Knowledge/Skills:

- Strong creative, analytical, persuasive and organizational skills.
- Knowledge of the principles of basic supervision, budget administration, project management, accounting, and the government sector.
- Knowledge of grant management.
- Knowledge of and ability to apply subject matter expertise in a variety of areas including principles, practices, laws, regulations, and entities related to assigned ILG programs.
- Computer literacy in word processing and page layout including experience MS Office products and other general-purpose tools (Acrobat, multiple Internet browsers, email distribution platforms, etc.).
- Commitment to working with shared leadership and in cross-functional teams.
- Excellent oral communication and presentation skills.
- Ability to prepare clear and concise records, reports, correspondence and other written materials.
- Ability to identify and implement a variety of outreach strategies to ensure maximum impact.
- Ability to effectively plan, manage, coordinate and conduct a variety of meetings.
- Strong attention to detail and ability to effectively proofread material.
- Ability to prioritize work to meet deadlines.
- Ability to work independently and responsibly while managing numerous projects simultaneously.
- Strong project management techniques.
- Exceptional interpersonal and customer service skills.
- Ability to represent Cal Cities in a professional manner and foster positive working relationships.
- Employs strategies and approaches to ensure and improve inclusion, diversity and equity-based outcomes within the organization and across Cal Cities policies, programs, and services.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Ability to define problems, gather data, establish facts, and draw valid conclusions.
• Ability to be self-supervising and anticipate recurring demands on one's time.
• Ability to consistently exercise sound independent judgment.
• Ability to manage conflicting demands on time and multiple tasks involving multiple co-workers; maintain and exhibit flexibility; work under pressure and meet tight deadlines.
• Ability to understand and accurately follow oral and written instructions.
• Ability to establish and maintain positive work relationships with those contacted in the performance of required duties.
• Ability to work independently and as part of a team.
• Sustain a positive, “can-do” attitude and commitment to exceptional customer service for both internal and external customers.
• Skill to respond immediately to changes, demands and workload in a positive and pleasant manner.
• Skill to accurately interpret and apply Cal Cities policies, procedures, guidelines, rules and regulations.
• Ability to travel as needed to perform duties and advance organization goals and objectives.

Experience and Training

Bachelor’s degree in public policy, communications, public administration, economics, or a related field is preferred. Graduate degree in a related field is desirable. Four (4) years of progressively responsible experience in the public or non-profit sector with experience in public policy, economic development, communications, marketing, or a combination of education and experience which provides the required knowledge, skills, and abilities. Some direct connection to local government desired.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular automobile and airline travel required in normal course of job performance.

Equipment Used

- Computer, keyboard, mouse
- Fax machine
- Automobile
- Copier
- Telephone
- Scanner
- Smart Phone
- Current office applications