The League of California Cities invites your interest for the position of:

**Manager, Governance and Leadership Support**

May 2022

**Position Description:**
The League of California Cities is seeking an experienced and talented professional with superior interpersonal skills and a service-oriented demeanor to serve as our Manager, Governance and Leadership Support. This position is responsible for managing activities and facilitating processes to advance effective and efficient operations relating to Cal Cities’ governance system and leadership. The incumbent acts as a trusted liaison responsible for project management and support under the guidance of the executive director and performs a variety of complex responsibilities requiring a thorough knowledge of organizational governance, procedures, and precedents. This role works in close collaboration with senior management and key leaders to fulfill Cal Cities objectives.

**Cal Cities**
Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government. Providing advocacy, educational and informational services to cities, Cal Cities mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each Cal Cities employee is a vital partner in the organization's mission and success.

**Cal Cities Culture**
Cal Cities is dedicated to creating a collaborative and inclusive environment where everyone can thrive and find meaning. If you also have a passion for public service, cities and city leaders, and working with dynamic, talented teammates, this just might be the right place for you.

**Qualifications and Experience**
Bachelor’s degree in business administration, policy studies, public administration, or a related field preferred. Five to seven years of progressively responsible program management, policy analysis, governance liaison or a combination of education and experience which provides the required knowledge, skills, and abilities. Work in a similar position in a membership-based association or direct connection to local government is desirable.

**Work Schedule and Office Location**
Cal Cities’ normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. However, the position does require early morning, evening and weekend hours as dictated by responsibilities and workload. Overnight and multi-night travel as needed.

Employment opportunities are located at: [https://www.calcities.org/join-our-team](https://www.calcities.org/join-our-team)

*Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.*
**Compensation and Benefits**

**Salary:** Depends on qualifications and experience.

**Retirement:** California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

**Deferred Compensation:** Employees may defer up to $20,500 per year through Cal Cities ICMA/RC defined contribution plan.

**Health/Dental/Vision Insurance:** Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

**Life Insurance:** Employer-paid $50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.

**Other Benefits:** Under employer’s optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

**Vacation:** Two weeks annually; three weeks after five years of service.

**Holidays:** Employees receive twelve paid holidays annually.

**Sick Leave:** Employees earn twelve days annually.

**Recruitment/Decision Schedule**

Recruitment for the Manager, Governance and Leadership Support, will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.