Job Description

Position Title: Manager, Governance and Leadership Support
Classification: Manager
Pay Grade: Level 8
Department: Executive

Employment Status: At-Will
Position Reports To: Executive Director/CEO
Positions Supervised: None
Judgment Exercised: Exercises standard independent judgment
Overtime Status: Exempt

Position Summary

Responsible for managing activities and facilitating processes to advance effective and efficient operations relating to Cal Cities’ governance system and leadership. Acts as a trusted liaison responsible for project management and support under the guidance of the executive director; performs a variety of complex responsibilities requiring a thorough knowledge of organizational governance, procedures and precedents; works in close collaboration with senior management and key leaders to fulfill Cal Cities objectives.

Essential Duties and Responsibilities

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

Governance

- Supports and advances Cal Cities’ governance framework and governance processes.
- Drafts communications and creates materials to support the Board’s regular review of Cal Cities governance structures, bylaws, policies, and practices.
- Oversees new board member orientation and materials.
- Serves as a resource to the Board Governance Committee and senior management in assessing governance and shaping related policy.
- Acts as the point of contact for staff seeking information on Cal Cities’ governance structures, bylaws, policies, and practices.
- Coordinates and fosters through senior management avenues to identify and cultivate future leadership that reflects Cal Cities’ diverse membership.
- Manages Governance Committee meetings and coordinates the production of agenda and communications.
- Oversees annual Board of Directors conflict of interest disclosure and certification procedure.
- Conducts annual at-large and officers nominations process for seats on the board of directors; coordinates Nominating Committee meetings, activities and materials;
serves as a resource to the Nominating Committee on procedures, policies, bylaws and practices; supports Nominating Committee Chair throughout the nominating process and during the presentation of the Nominating Committee report.

- Tracks and facilitates Cal Cities appointments to external organizations, groups and bodies and Cal Cities presidential appointments to internal groups and committees.
- Oversees the Past Presidents Council; manages the Past Presidents Lifetime Achievement Award nomination process and award presentation during Cal Cities Annual Conference and Expo; coordinates Past Presidents activities.
- Leads or supports special projects.
- Attends Board of Directors and Governance Committee meetings; engages Board and Committee members in furtherance of annual and multi-year governance goals and objectives.
- Maintains and annually updates the Cal Cities Board Policy Manual and related archives.
- Manages preparation and distribution of information from Cal Cities required by Board Members and other key leaders to accurately prepare and file their Statement of Economic Interest (Form 700).

**General**

- This position necessitates a commitment to confidentiality, professionalism, attention to detail and significant latitude of independent judgment and discretion on a routine basis.
- Travels as needed to locations throughout California in the performance of duties, including all board meetings and other governance related meetings.
- 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:**

- Demonstrated strategic thinking skills and ability to engage in substantive dialogue on complex issues and policies.
- Effective organizational, planning, and project management abilities.
- Solid understanding of organizational structure, strategic mission and vision, and governance framework.
- Strong creative, analytical, persuasive, and organizational skills.
- Strong communication, interpersonal, and relationship-building skills.
- Discretion and ability to handle highly confidential and sensitive information and materials.
- Unparalleled attention to detail with excellent proofreading, grammar, and composition.
- Strong computer competency, particularly in the MS Office 365 suite and other general-purpose tools (Acrobat, multiple Internet browsers, etc.).
- Solution focused; takes ownership of requests; be timely in follow-up; resourceful in information gathering and research.
- 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.
- Ability to prepare clear and concise records, reports, correspondence, and other written materials.
- Plan, manage, coordinate, and conduct a variety of meetings.
• Ability to work independently and responsibly while managing numerous projects simultaneously.
• Ability to represent Cal Cities in a professional manner and foster positive working relationships.
• Establish and maintain effective work relationships with those contacted in the performance of required duties.
• Working knowledge, or demonstrated ability to acquire working knowledge, of Cal Cities and their functions and a general knowledge of other associations and agencies and their interface with Cal Cities.
• 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 understand and accurately follow oral and written instructions.
• Perform effectively both independently and as part of a team.
• Sustain a professional, positive, “can-do” attitude and commitment to customer service for both internal and external associates.
• Respond immediately to changes, demands and workload in a positive and pleasant manner.
• Perform duties with professionalism, both individually and as a member of a team.
• Interpret and apply Cal Cities policies, procedures, guidelines, rules, and regulations.
• Travel as needed to perform duties and advance organization goals and objectives.

Experience and Training

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.

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

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<thead>
<tr>
<th>Computer, keyboard, mouse</th>
<th>Copier</th>
<th>Scanner</th>
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</thead>
<tbody>
<tr>
<td>Automobile</td>
<td>Telephone</td>
<td>Smart Phone</td>
</tr>
<tr>
<td>Current office applications</td>
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