



## Job Description

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<b>Position Title:</b>	<b>Assistant Executive Director, ILG Programs &amp; Services</b>
<b>Classification:</b>	Assistant Director
<b>Pay Grade:</b>	Level 5
<b>Department:</b>	Institute of Local Government
<b>Employment Status:</b>	At-Will
<b>Position Reports To:</b>	ILG Executive Director
<b>Positions Supervised:</b>	Program team and other support staff assigned to programs & services
<b>Judgment Exercised:</b>	Exercises significant independent judgment
<b>Overtime Status:</b>	Exempt

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### Position Summary

The Assistant Director is responsible for developing resources to support local agencies in a manner consistent with ILG's mission, work program, strategy, budget, and commitments to funders. The Assistant Director assumes primary responsibility for leading projects and programs by developing resources in the respective program area(s); developing the overall strategy and work plan for assigned programs, including planning, budgeting, management, evaluation, and fundraising; supervises assigned staff; and performs related duties as assigned. Serves as primary external contact for one or more grants and projects.

The Assistant Director perform duties in a highly competitive environment, both in terms of funding opportunities but also commitment, attention, and services to local officials.

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### Essential Duties and Responsibilities

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

#### Research and Analysis

- Research and analyze local agency policies and practices, as well as state and federal laws and regulations that bear on those practices, with the goal of producing resources that help inform decision-making at the local level.
- Maintains an in-depth knowledge of the program and an understanding about 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 and counties to ensure ongoing support and knowledge sharing.

- Oversees research and documentation of programs and state policies affecting local government.
- Scan ILG's environment to identify and manage challenges and opportunities that affect the success of ILG efforts, including engaging in regular communication with parent organization staff, members, and supporters on issues of shared concern.
- Provides parent organization staff with research, case stories and analysis of local government policies and programming in a variety of areas.

#### Program Strategy

- Plans, oversees, and evaluates key strategic initiatives related to respective programs; develops and executes work plans for assigned projects, including developing budget, method, objectives, and deliverables.
- Serves as subject matter expert and department representative on a variety of conference calls, panels, and technical advisory groups.
- Establishes and communicates clear program objectives both internally and externally.
- Establishes and directs program objectives and priorities; anticipates change; identifies solutions/solves problems; engages in long range planning.

#### Communication

- Represents ILG, maintains an in-depth 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.
- Presents at a variety of local, regional, and statewide conferences and meetings; applies for sessions, determines budget with appropriate staff, and performs related duties.
- Prepares and oversees preparation of a variety of original written materials suitable for web or print distribution, including articles, emails, and other communications.

#### Financial

- Actively identifies and secures financial resources necessary to support program activities and ILG operational expenses.
- Researches, pursues, and applies for available grant and contract funding for respective programs; researches potential partners; develops and creates contracts, proposals, and grant applications; establishes, cultivates, and maintains effective relationships with current and potential funders; serves as grant and contract manager for various projects, including those outside of primary area of focus.
- Creates a budget tracking process for the respective program and each individual project or grant within that program; maintains and verifies program contracts, grants, and ongoing expenditure spreadsheet; verifies the accuracy of program's coding across various spending categories and amounts in assigned systems.
- Receives and reviews monthly consultant bills and verifies amounts; calculates, verifies, and posts billing amounts for program's contracts; addresses and resolves inquiries related to billing and invoicing.
- Engages in work program development, planning, budgeting, organizing, management, and execution to accomplish work program tasks in a timely manner within the ILG's available financial resources.
- Promptly processes invoices for expenses, requests for reimbursement, checks and other documents that affect ILG's finances (including prompt reporting of time in

timekeeping systems), while working with ILG financial staff to make sure that ILG financial reports are accurate and timely.

- Negotiates and draft contracts for services and collaborative arrangements with individuals, public agencies, as well as for profit and nonprofit organizations.

### Administrative & Operational

- Actively supervises staff to ensure that program reports are accurate and timely; reviews monthly contract reports; reviews, verifies, and confirms accuracy of staff time reports and expenditures; approves expenses and monthly invoicing for delivery to funders.
- Attends a variety of meetings, leads, and participates in discussions regarding program development, planning, budgeting, and management of assigned department programs in accordance with organizational goals.
- Mentors staff, listens actively and conveys feedback in a constructive respectful manner; promotes open channels of communication.
- Provides regular and consistent direction, guidance, and support to assigned staff operating under tight deadlines and often-changing priorities.
- Coaches, motivates, supervises, and develops employees to encourage professional development and maximize potential; holds employees accountable for shortfalls in performance,
- Contributes to the regular evaluation and mentoring of junior program staff and promptly addresses and documents performance issues as appropriate, in partnership with the Executive Director.
- Keeps abreast of and complies with Cal Cities and ILG administrative policies.

### General

- Regularly informs ILG leadership, colleagues, team members, funders, volunteers, and others of activities of interest.
- Develops and maintains positive and respectful working relationships with other members of ILG team to accomplish work program tasks collaboratively, on time, within budget and according to ILG standards of quality.
- Travels regularly 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:**

- Expertise in the assigned program area (i.e., land use, public engagement, climate change, ethics, sustainability, civic engagement, governance, workforce development, registered apprenticeships, career pathways etc.)
- Working knowledge of the principles and practices of public agency policy-making processes and administration at local, state, and federal levels.
- Strong creative, analytical, persuasive, and organizational skills.
- Knowledge of the principles of management and supervision, budget administration, accounting, and the government sector.
- Knowledge of and ability to apply subject matter expertise in a variety of areas including principles, practices, laws, regulations, and entities related to assigned department programs.

- Exceptional project management practices, including assembling, organizing, and managing resources to bring about the timely and successful completion of specific project goals and objectives.
- Knowledge of successful techniques for raising funds, securing contracts, engaging in collaborations, and otherwise acquiring resources necessary to support program activities and goals.
- Principles and practices of grant writing and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of effective communication and marketing.
- Awareness of and contacts with statewide local agency membership organizations.
- Skill to plan, manage, coordinate, and conduct a variety of meetings.
- Excellent attention to detail and ability to proofread materials quickly and effectively.
- Skill to effectively prioritize the work of project team members to meet deadlines.
- Capability to identify and organize departmental and organizational priorities.
- Commitment to working collaboratively and leading cross-functional teams.
- Ability to identify, analyze and evaluate public policy issues (including process issues) facing local officials in California.
- Ability to research, write, produce, and disseminate educational resources for local agency leaders.
- Skill to demonstrate and apply subject matter expertise in assigned program areas and work products produced by the program.
- Proficiency in designing, organizing, and executing educational workshops and seminars, both in person and on the Internet.
- Ability to identify and recommend refinements and improvements to work processes.
- Ability to be self-supervising and follow-through on necessary tasks and meet deadlines without close supervision.
- 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.).
- 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 work independently and responsibly while managing numerous projects simultaneously.
- Strong knowledge of best practices in project management and the ability to successfully utilize those techniques.
- Exceptional interpersonal and customer service skills.
- Ability to represent Cal Cities and ILG 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.
- Working knowledge of Cal Cities and their functions and a general knowledge of other 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 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 effective work relationships with those contacted in the performance of required duties.
- Establish and maintain positive work relationships with colleagues, consultants, vendors, and board members; contribute to an effective and enjoyable work environment.
- Provide exceptional customer service to both internal and external customers.
- Sustain a positive, "can-do" attitude and commitment to customer service for both internal and external customers.
- 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.
- 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. Graduate degree with related coursework in with major course work in public policy, public administration, management, law, public engagement, communications, land use planning, and/or related fields is preferred. Ten (10) 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 required. At least four years of progressively responsible project management experience.

### **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	Copier	Scanner
Fax machine	Telephone	Smart Phone
Automobile	Current office applications	