

## Program Director of Apprenticeships, Workforce Development & Career Pathways *Employment Opportunity*

### **Who We Are**

The Institute for Local Government (ILG) is a civic leadership non-profit organization dedicated to improving local government. Through hands-on education, training and capacity-building, we collaborate with leaders at California cities, counties and special districts to make meaningful change from the inside out. Our unique workplace is fun, fast-paced and dynamic with people who share common values and wear many hats. We are a group of changemakers and team players with can-do attitudes and a desire to do really great work with a statewide impact.

[Click here to learn more about ILG](#)

### **Join Our Team!**

ILG is committed to a diverse and inclusive environment. We welcome candidates from a variety of backgrounds and lived experiences. Bilingual candidates are welcome and encouraged to apply.

We're seeking an experienced **Program Director** to lead an exciting and growing portfolio of work. If you have deep experience in building Registered Apprenticeship programs, a background in workforce development and/or human resources, and excellent written and verbal communication skills, this could be the job for you.

### **Position Duties**

The Director will work with local government employers, state agencies, higher education institutions, regional Strong Workforce consortia, local workforce boards, the Foundation for California Community Colleges, and other emerging local, regional, and state boards, committees, consortia, and initiatives to develop, implement, and oversee registered apprenticeship, work-based learning and pre-apprenticeship programs for the public sector.

Primary work will involve developing and expanding ILG's role as a sector Intermediary and Program Sponsor for a robust statewide registered apprenticeship program for the local government public sector. The Director will plan and direct all aspects of the initiative -- creating and overseeing the program, including managing staff and consultants, recruiting employers and apprentices, developing program standards, rules and regulations in compliance with appropriate governmental agencies, and coordinating all associated technology. This position is responsible for developing and executing the strategy to initiate, track, manage, and foster relationships with workforce, industry, labor, education and local government leaders. The chosen candidate will actively outreach at business and industry conferences, trade shows, and expositions, and serve in a representative capacity on boards, committees, and councils for the purpose of promoting work-based learning and career pathway programs in local government.

Program Directors are senior-level employees that report to the Executive Director & CEO. Additional duties include:

- **Program Management:** Manage an entire portfolio of work, including implementation, progress, budgets, people and time.
- **Grant Management:** Apply for and manage publicly and privately funded grant programs, including program implementation, reporting, budget management, auditing, etc.

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- **Training Services:** Strategize and develop high quality virtual and in-person trainings, workshops and webinars for local government practitioners.
- **Community and Partner Engagement:** Cultivate and maintain relationships with key industry sector stakeholders and frequently serve as a representative of ILG in state and local environments.
- **Fundraising and Business Development:** Help identify new projects and funding sources and successfully solicit funds through writing proposals and grant applications from public, private and philanthropic sources.
- **Research and Technical Assistance:** Stay abreast of relevant issues affecting local government, conduct research to inform program goals, and provide technical assistance to jurisdictions on various topics related to workforce development and registered apprenticeships.
- **Evaluation and Communication of Program Impact:** Measure success and promote various projects through articles, conference sessions, presentations, webinars and more.
- **Mentorship and Supervision:** Provide mentorship and guidance to junior team members as needed; recruit and manage external vendors and consultants, as necessary.
- **Cultural Competency:** Effectively communicate with, actively engage and support people of all backgrounds and lived experiences, especially hard to reach communities and diverse demographics.
- **Change Management:** Identify barriers to success and advise local government leaders through complex issues and help solve unique public sector workforce challenges.

### **Qualifications & Experience**

The ideal candidate(s) will have ten (10) or more years of increasingly responsible professional experience in program development and implementation of key workforce initiatives.

Qualifying skills and characteristics include but are not limited to:

- Strong proficiency and expertise in multiple human resource disciplines such as compensation practices, organizational effectiveness, employee relationships, performance management, collective bargaining, labor relations, etc.
- Familiarity with local government (city, county and/or special district) human resources and labor relations practices and processes in California, including working with union-represented employees.
- Familiarity with current trends and federal and state employment laws that affect public sector workforce and labor relations strategies.
- Knowledge of local government collective bargaining agreements including bargaining preparation, contract negotiations, grievance and arbitration administration, and interfacing with designated union representatives.
- Keen awareness of and strong contacts with regional workforce boards, community college consortia, and other regional planning bodies.
- Knowledge or expertise in the fields of workforce development, human resources, work-based learning, civic participation, youth development and/or leadership.
- Familiarity with the principles of Diversity, Equity, Inclusion & Belonging and ability to apply those principles throughout program development.
- Specific experience assembling, leading and facilitating large advisory groups, both remotely and in-person.
- Track record of effective communication and engagement with elected officials and senior level staff in the public, private and non-profit sectors.

- Ability to establish and maintain productive cross-functional partnerships and strong relationships with community partners, educational institutions, and government agencies to innovate and implement programs to meet the public sector staffing and development needs.
- Skill to develop innovative workforce solutions that allow for the scalability of state or federal workforce programs and initiatives while meeting the workforce needs of job seekers and local governments.
- Ability to ensure programs are delivered in an effective manner by providing training and technical assistance to local governments for program implementation.
- Excellent time management, administrative and technical skills.
- Highly proficient in Microsoft applications (e.g., MS Word, Excel, PowerPoint), project management software and virtual meeting software like Zoom, GoToWebinar and Microsoft Teams.
- Strong presentation creation, development and delivery skills.
- Adaptable, flexible and a creative problem solver.
- Knowledge of registered apprenticeship expansion strategies, including insight into productive relationship development with industry and labor partners, as well as other registered apprenticeship stakeholders in the state.
- An in-depth understanding of USDOL Registered Apprenticeship Programs (RAP).

Other Preferred skills include:

- SHRM-CP/SCP or PHR/SPHR certification a plus

### ***More About Our Pillars of Work***

The COVID-19 pandemic highlighted the vital role of local government in shaping a thriving community. That's why ensuring that local government leaders have the best education, training, connections and tools available is essential for their success. With a long history of serving the needs of local governments in California, ILG supports city, county and special district officials in tackling the state's most pressing and evolving issues.

ILG has a big mission, but we're a small non-profit focused on four (4) key pillars of work:

- **Workforce Development & Civics Education**
- **Leadership & Governance**
- **Public Engagement**
- **Sustainability & Environment**

While the chosen candidate will lead our Workforce Development and Civics Education pillar, all our work is intricately connected. Below is a summary of the work performed in all our pillar areas. The right candidate will also have interest and proficiency in the primary pillar and others as well.

- ILG's **Workforce Development & Civics Education** pillar is focused on helping build better pathways into the public sector workforce by helping local agencies find workforce solutions to attract, recruit and retain the next generation of local government leaders. ILG helps public sector organizations improve opportunities to enter public service, particularly for younger generations and underserved communities and individuals. We are committed to finding new and innovative strategies for upskilling, re-skilling and recruiting in the public sector through programs like registered apprenticeships and building partnerships between local governments, academic institutions and other organizations with common goals. We highlight best practices, lead

collaboratives, develop pilot programs, and convene key stakeholders to identify and clear away impediments to workplace success.

This pillar also focuses on our youth, by addressing the general lack of awareness among young people about how local government works and sharing the many career opportunities available in the public sector. This pillar collaborates with schools and youth development professionals to increase access to civics education and expand awareness of the impact local government makes in everyday lives.

- The projects in ILG's **Public Engagement** pillar help local governments apply authentic, effective and inclusive public engagement practices that encourage public participation and allow residents to have greater public trust and confidence in local government. We train hundreds of local leaders on public engagement each year. We also help organize and facilitate public meetings and community workshops for our clients.
- ILG's **Sustainable & Resilient Communities** pillar focuses on helping local leaders find creative solutions to tackle issues like housing, environmental justice, climate action and community resilience. We believe that climate change is an immediate and escalating threat that is having a dramatic impact on the environment, the economies of our communities and on the health and safety of residents.
- ILG understands that elected leaders and staff need a solid foundation of good government - trust, accountability, responsiveness and transparency – in order to be effective public servants and community leaders. Our **Leadership and Governance** pillar helps local government leaders build that foundation, develop leadership skills and increase public trust by focusing on leadership, governance and ethics.

### ***Work Schedule and Travel***

The Program Director is a full-time, exempt position based in California. ILG's normal work week is Monday through Friday, 8:30 a.m. to 5 p.m., however, this position's responsibilities will consistently require work hours or days outside the normal schedule. Overnight and multi-night out-of-town travel for meetings, presentations and conferences will be required. Since the COVID-19 pandemic, ILG staff have worked a hybrid schedule of remote work (telework) and in-office work in Sacramento. The position can be based anywhere in California, but frequent visits to Sacramento will be required.

### ***Employer***

ILG receives staffing services through an agreement for professional services with the League of California Cities. ILG staff are League employees and participate in the League's benefits package, including both defined contribution and defined benefit (CalPERS) retirement plans, medical, dental, life insurance, transit, flex accounts, vacation time and holidays. Information about the League of California Cities is available at [www.calcities.org](http://www.calcities.org).

### ***Compensation & Benefits***

**Salary:** Salary range starts at \$120,000 and increases significantly based on 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 through the Cal Cities' Mission Square defined contribution plan.

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**Health and Dental:** Employees participate in an optional benefit program that includes dental 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 this position will end when 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.

### ***Application Procedure***

Go to [Cal Cities Job Board](http://www.calcities.org/job-board) and submit a cover letter that speaks to your qualifications, a resume and salary requirements. Please be prepared to submit three professional references.

Deadline for applications: Friday, March 27, 2024.