



## Job Description

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<b>Position Title:</b>	<b>Senior ILG Program Manager</b>
<b>Classification:</b>	Senior Manager
<b>Pay Grade:</b>	Level 7
<b>Department:</b>	Institute of Local Government
<b>Employment Status:</b>	At-Will
<b>Position Reports To:</b>	Executive Director, ILG
<b>Positions Supervised:</b>	Support staff assigned to assigned programs & services
<b>Judgment Exercised:</b>	Exercises significant independent judgment
<b>Overtime Status:</b>	Exempt

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### Position Summary

Assumes responsibility for leading projects and programs by developing resources in the respective program area(s); develops and executes the overall strategy and work plan for assigned program, including planning, budgeting, management, execution, evaluation and fundraising; supervises assigned staff; and performs related duties as assigned. Serves as primary external contact for one or more grants and projects.

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### Essential Duties and Responsibilities

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

- Plans, oversees and evaluates key strategic initiatives related to assigned department programs; develops and executes work plans for assigned projects, including developing budget, method, objectives and deliverables.
- Researches, pursues, and applies for available grant and contract funding for assigned department 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; 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.
- 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.
- 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.
- Supervises other 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.
- Prepares and oversees preparation of a variety of original written materials suitable for web or print distribution, including articles, emails and other communications.
- Recruits new members for participation in department programs; 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 impacting local government.
- Leads event planning efforts related to area of expertise; creates and manages all invitations, scripts, event logistics, Master of Ceremony duties and execution.
- Attends a variety of meetings, leads, and participates in discussions regarding program development, planning, budgeting, and management of assigned department programs in accordance to organizational goals.
- Serves as subject matter expert and department representative on a variety of conference calls, panels, and technical advisory groups.

#### General

- Provides regular and consistent direction, guidance and support to assigned staff operating under tight deadlines and often-changing priorities.
- Contributes to the regular evaluation and mentoring of junior program staff, in partnership with the Program Director and/or Executive Director.
- 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.

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### **Job Qualifications**

#### **Knowledge/Skills:**

- Strong creative, analytical, persuasive and organizational skills.

- Strong 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.
- Skill to plan, manage, coordinate and conduct a variety of meetings.
- Excellent attention to detail and ability to effectively proofread material.
- 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.
- Knowledge of fundraising techniques and grant management practices.
- 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 in a professional manner and foster positive working relationships.
- 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.
- 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.
- 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.

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## **Experience and Training**

Bachelor's degree in public policy, communications, public administration, economics, or a related field. Graduate degree in a related field is desirable. Seven (7) years of progressively responsible experience in the public or non-profit sector with experience in public policy sustainability, 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.

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## **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.

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## **Equipment Used**

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

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