

Employment Opportunity

Senior Program Manager: Workforce Development & Career Pathways

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 and training, 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](#)

Position Description

The Institute for Local Government is seeking a detail oriented and highly organized leader to manage our Workforce Development & Career Pathways portfolio of work. The Senior Program Manager is a senior-level position that reports directly to the Executive Director & CEO.

If you have great program management experience, a background in workforce development or human resources, and excellent written and verbal communication skills, this could be the job for you.

Our Workforce Development & Career Pathways work 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.

Typical duties for this position include:

- **Project Management:** Manage projects, 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.
- **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 support the Executive Director with soliciting funds through proposals and grant applications

- **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
- **Evaluate and Communicate 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
- **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 challenges

Qualifications & Experience

The ideal candidate(s) will have seven (7) or more years of increasingly responsible professional experience in program development and implementation of key initiatives. Bachelor's or Graduate degree in a related field is desired. 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
- Knowledge or expertise in the fields of civic participation, youth development and 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
- 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 provide training and technical assistance to local governments for program implementation
- Proficiency in administration and reporting of large state and federal workforce grants, like WIOA

Other Preferred Skills include:

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

Work Schedule and Travel

The Senior Program Manager is a full-time, exempt position based in Sacramento. ILG's normal work week is Monday through Friday, 8:30 a.m. to 5 p.m., however, this position's responsibilities will require work hours or days outside the normal schedule. Overnight and multi-night out-of-town travel for meetings, presentations and conferences will occasionally be required. Due to the COVID-19 pandemic, you will work a hybrid schedule of remote work (telework) and in office work until further notice.

Employer

ILG receives staffing services through an agreement for professional services with the League of California Cities. ILG staff are Cal Cities employees and participate in the Cal Cities' 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.

Compensation & Benefits

Salary: Commensurate with qualifications and experience. Salary range is \$79,581 – \$127,330. A qualified applicant will most likely fall in the \$85,981 to \$114,256 salary range.

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 \$22,500 per year through the Cal Cities' Mission Square defined contribution plan.

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://CalCitiesJobBoard) 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: Wednesday, May 24, 2023.