

# South Bay Cities Council of Governments

Invites applications for the position of:  
**Senior Manager - Homelessness Services**

**SALARY:** \$85,000- \$99,000 annually (DOE)  
**OPENING:** July 1, 2021  
**CLOSING DATE:** Open until filled

## **About the South Bay Cities Council of Governments (SBCCOG)**

The SBCCOG is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates a variety of programs that cover homelessness, seniors, transportation, and sustainability. More information about the SBCCOG can be found at [www.southbaycities.org](http://www.southbaycities.org).

## **Job Summary**

Senior level position responsible for the development of strategies, standards, and processes for implementation of programs, activities, and events related to homelessness and senior services programs. This position engages with partners and agencies. Also, manages projects, contracts, and grants; responsible for project planning, implementation, reporting, and responding to project related inquiries; prepares grants applications; prepares and responds to request for proposals (RFP) and request for quotes (RFQ); coordinates with partners; serves as lead for assigned events, projects, or activities; interacts with Board Members, government officials, professional and technical colleagues; prepares website content, newsletters, and publications as requested; and serves on committees, taskforces, and technical advisory committees as well as attends committee, City Council, commission, public workshops, and related meetings. This position is responsible for monitoring and following legislation and regulations related to assigned areas. In addition, this position may recruit and supervise volunteers, interns, contractors, and staff and perform other work as assigned.

## **Essential Job Functions, Duties, and Responsibilities**

- Manages contracts and acts as liaison between Los Angeles County Departments, agencies, and South Bay cities
- Facilitates bi-monthly Homeless Services Task Force and Senior Services Working Group meetings including planning and developing meeting agendas, reviewing meeting notes, inviting guest speakers, and following up on action items
- Coordinates with city staff assigned to work on issues related to homelessness, including attending city-sponsored task force meetings, City Council meetings (either in person or virtually) when issues related to homelessness are discussed, other meetings as requested by city staff
- Coordinates with city staff assigned to work on issues related to older adults, including researching programs that may benefit cities
- Promotes innovative ideas, programs, and activities addressing homeless services
- Supports, promotes, and expands, where possible, existing programs such as Home Share South Bay
- Works with SBCCOG Communications Manager on publicity and education regarding the South Bay Homeless Services and Senior Services programs
- Acts as a resource for city staff on issues related to homelessness and seniors
- Maintains resources on Homeless Services and Senior Services webpages
- Develops thorough understanding of LA County's Homeless Initiative and its goals and requirements
- Attends program related meetings such as LA County Homeless Policy Deputy, Service Planning Area (SPA) 8 Care Coordination, South Bay Coalition to End Homelessness (SBCEH), SPA 8 Cross-Sector Older Adult and Homeless Convening, LA County Homeless Older Adult Working Group, and quarterly updates with SBCEH and service providers: Harbor Interfaith Services (HIS), People Assisting the Homeless (PATH), and St. Margaret's Center
- Reviews and monitors LA County Measure H strategies
- Reviews cities' homelessness plans and provides guidance and resources as needed
- Explores development of regional homelessness plan

- Completes reports including Los Angeles County Homeless Initiative (LACHI) coordination and innovation grants as well as invoices working with SBCCOG finance staff
- Prepares newsletter articles on topic supporting homelessness and senior programs
- Works with agency staff including LACHI, PATH, Los Angeles Homeless Services Authority (LAHSA), Chambers of Commerce and business community, and South Bay Workforce Investment Board (SBWIB) on issues related to homelessness and senior services
- Provides updates at SBCCOG Steering Committee and Board of Directors meetings as well as SBCCOG City Managers and Legislative Briefing meetings
- Shares best practices and program ideas with other Los Angeles subregional homeless services staff
- Works with cities to become part of the AARP Age-Friendly Network, including researching potential funding sources; developing work program for requirements of Age-Friendly designation
- Works with city staff regarding extending the South Bay Fiber Network (SBFN) to city-owned senior living facilities

### **Qualifications**

Requires five (5) years or more of professional experience in the public sector, grant-funded programs, or non-for-profits primarily in the homelessness field. Consideration will be given to those with similar experience in aging, community services or social services fields requiring analytical decision-making skill. Strong project management skills as well as excellent verbal and written communications skills required. Knowledge of issues related to homelessness required and aging desired. An ability to function independently and as part of a team preferred. Proficiency in Microsoft Office Suite required. Bachelor's Degree with major course work in social services, social work, sociology, and psychology, public policy, or a related field required. Must possess a valid California Driver's License.

### **Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

### **CLASSIFICATION**

The position is exempt under the Fair Labor Standards Act

### **BENEFITS**

• 12 paid holidays • Vacation leave (104 hours accrued/year in 1st year, increases 8 hours/year through year 12) • Sick leave – 8 hours per month • Life Insurance \$50,000 while employed by SBCCOG • \$500/month to apply towards health benefits (Any unused amounts will be applied to deferred compensation) • Deferred compensation (457 Plan) \$200 per month employer contribution • Administrative Leave (40 hours annually- Full-time Exempt employees only)

### **APPLICATION AND SELECTION PROCESS**

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest to them.

Submit to: Ghia Horton, Administrative Assistant  
[ghia@southbaycities.org](mailto:ghia@southbaycities.org)

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references. SBCCOG is an equal opportunity employer.