

# South Bay Cities Council of Governments

September 22, 2022

TO: SBCCOG Board of Directors  
FROM: SBCCOG Steering Committee  
SUBJECT: Revised & New Employee Job Descriptions

## BACKGROUND

In April 2022, the South Bay Cities Council of Governments (SBCCOG) Board of Directors approved a new employee salary schedule and established revised position classifications. This action was required to comply with Senate Bill 3 which enacted a change to the California minimum wage to be implemented with increases over several years from January 1, 2017, through December 31, 2023. The compensation minimum for salaried workers is tied to the California minimum wage requiring exempt employees to earn a minimum salary equivalent to twice the state minimum wage. Effective January 1, 2023, annual exempt employee salary will be \$62,400 – double the minimum wage of \$15.00/hour (\$30.00/hour x 40 hours/week x 52 weeks = \$62,400).

In addition, job descriptions have not been updated since 2014 and require a comprehensive review to help ensure that positions meet the needs of the organization – which has evolved and experienced tremendous growth over the last eight years. Some current functions did not have job descriptions as the work didn't exist in 2014 and some functions were filled through contractors.

## ANALYSIS

SBCCOG staff reviewed current positions, organizational operations, initiatives, programs, and work program. Research was conducted to assess like organizations and compare job descriptions and classification specifications. Organizations found to have positions most similar to the SBCCOG included San Gabriel Valley Council of Governments, County of Los Angeles, and the cities of Los Angeles, Rolling Hills Estates, and Torrance.

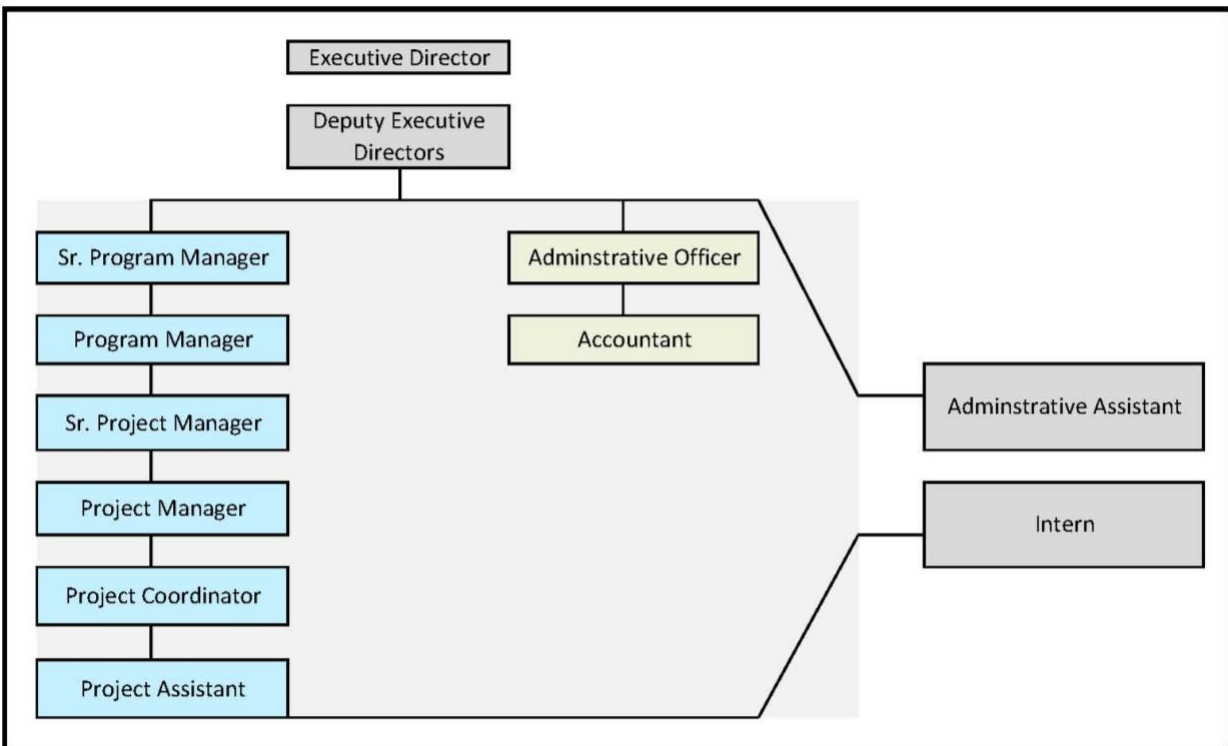
All current positions were revised, and new descriptions were created for new positions. The following is a complete list of the positions:

Accountant	Executive Director	Project Coordinator
Administrative Assistant (hrly)	Intern (hrly)	Project Manager
Administrative Officer	Program Manager	Sr. Program Manager
Deputy Executive Director	Project Assistant (hrly)	Sr. Project Manager

The following chart shows the old positions, action taken, and new positions

Old Positions	Revision	New Positions
Accountant	REVISED	Accountant
Administrative Assistant (hrly)	REVISED	Administrative Assistant
Administrative Officer	REVISED	Administrative Officer
Deputy Executive Director	REVISED	Deputy Executive Director
Environmental Services Analyst I	NAME CHANGE	Project Coordinator
Environmental Services Analyst II	COMBINED WITH PROJECT MANAGER	Project Manager
Environmental Services Analyst III	COMBINED WITH PROJECT MANAGER	Project Manager
Intern	NO CHANGE	Intern
Project Manager	COMBINED WITH	Project Manager
	ESA II & III	
Sr. Project Manager	REVISED	Sr. Project Manager
	NEW	Project Assistant (hrly)
	NEW	Program Manager
	NEW	Sr. Program Manager
	NEW	Executive Director

The image below illustrates career path map and position hierarchy:



Attached are the proposed position descriptions (revised positions with changes indicated in strikethrough and red text are available upon request).

The following chart indicates current staff by position identified by new position title:

Staff		Old Position	New Position
Ghia	Horton	Administrative Assistant	Administrative Assistant
Lara	Gerges	Administrative Officer	Administrative Officer
Marni	Ruhland	Deputy Executive Dir	Deputy Executive Dir
Gillian	Stucki	Intern	Intern
Shawn	Fujioka	Project Coordinator	Project Coordinator
Laurie	Jacobs	Env. Services Analyst II	Project Coordinator
Katty	Segovia	Env. Services Analyst I	Project Coordinator
Dakota	Townson	Env. Services Analyst II	Project Coordinator
Samantha	Meza	Env. Services Analyst III	Project Manager
Martha	Segovia	Env. Services Analyst III	Project Manager
Aaron	Baum	Sr. Project Manager	Sr. Project Manager
Ronson	Chu	Sr. Project Manager	Sr. Project Manager
Colleen	Farrell	Sr. Project Manager	Sr. Project Manager
David	Leger	Sr. Project Manager	Sr. Project Manager
Jonathan	Pacheco Bell	Sr. Project Manager	Sr. Project Manager

**RECOMMENDATION**

That the Board approve new and revised job descriptions.

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### ACCOUNTANT/HUMAN RESOURCES

##### **Job Summary**

Journey-level position responsible for accounting, finance, administrative, and human resources functions with knowledge of standards and processes in these areas and knowledge of employee performance management standards and practices.

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

Under the supervision of the Administrative Officer, prepares and maintains financial records for the SBCCOG accounts and funds; analyzes and maintains grant and contract billing and financial accounting documents and records; develops reports; maintains and processes payroll; ensures accounting transactions comply with various federal, state and local codes and regulations, including the implementation of government accounting standards board (GASB) pronouncements; supports grant and contract development; performs a range of professional, analytical and technical duties in support of the human resource function; undertakes general office support as needed including answering general inquiries; attends meetings, workshops, and off-site events as needed; assists in the coordination of the volunteer program and volunteers; and performs related duties as assigned.

##### **Example of Duties**

- Transactions of data entry to financial systems; ensures financial procedures are followed
- Processes invoice payments
- Reconciles accounting records; generates reports and reviews data for accuracy; prepares journal entries; prepares schedules for audits
- Organizes the annual audit including responding to inquiries and requests and providing support documents and analysis reports as requested
- After obtaining Project Mgr approval, Prepares grant reimbursement invoices; prepares accounts receivable invoices and aging reports
- Reconciles payroll, vendor accounts, and benefits; verifies correct pay rates and leave time; calculates overtime; inputs withholding exemptions, deductions, and pay rate changes
- Performs banking functions, including check deposits
- Prepares and maintains the SBCCOG budget, including adoption, midyear adjustments, and budget to actual analysis.
- Organizes, maintains and updates confidential, specialized, and technical files, documents, and records for personnel
- Supports recruitment function
- Implements and maintains federal, state, and county mandates related to account and human resources including GASB pronouncements, Americans with Disabilities Act, sexual harassment, and discrimination
- Participates in the development, implementation and evaluation of personnel policies and programs
- Maintains safety policies, practices, procedures, and applicable supplies
- Develops and maintains knowledge of programs and activities
- Uses discretion in communicating with others

##### **Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

Requires at least one (1) year professional experience in public administration, business administration, accounting, finance, or related field. At least 24 semesters or 36 quarter units in accounting. Understanding of GASB pronouncements and business math principles highly desired. Ability to timely perform complex mathematical calculations and financial analyses accurately. Demonstrates critical thinking and the use of discretion in communicating with others. Ability to function independently and as part of a team 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.

Date: 8/30/2022

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### ADMINISTRATIVE ASSISTANT

##### **Job Summary**

Paraprofessional level position responsible for a diverse range of support tasks and operational assignments in furtherance of program delivery, communication and outreach, accounting, and administrative operations.

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

Under direction of the Executive Director or designee, performs routine to moderately difficult clerical assignments as requested, staffs the reception desk, and supports accounting communication functions; responsible for meeting support and logistic; undertakes data entry, reporting, and database management; researches assigned topics or issues; creates process flow-charts; writes and updates procedures; manages calendars and scheduling; prepares correspondence; and works with volunteers and interns on administrative support tasks. Performs other work duties as assigned.

##### **Example of Duties**

- Types, formats, edits, revises, proofreads, and processes a variety of materials including correspondence, forms, memorandum, agenda items, reports, agreements, technical and statistical charts, tables, and other specialized and/or technical materials from verbal instruction, rough draft, or other source documents; may compose correspondence and other documents for signature
- Answers phones and greets visitors; responds to or refers general inquiries and complaints to appropriate staff members
- Performs a variety of clerical accounting duties including reconciling receipts and invoices; maintains routine financial records; assists with accounts receivable and accounts payable functions; and may assist in preparation of annual audit
- Ensures that facility is in proper working order including breakroom and storage spaces; and submits requests for service to maintain facilities
- Supports communication efforts including maintaining and updating website; assists with social media presence; composes and sends e-blasts; creates and disseminates newsletter(s); assists with media related efforts working with public affairs staff; and may perform graphic design work utilizing software such as Adobe and Microsoft products
- Supports technology operations including video conferencing, copy machine, computers, phone systems, and other office equipment; ensures that all required equipment supplies are available and in proper working order; coordinates check-out process for equipment; monitors requisitions budget; and submits requests for service to maintain equipment
- Maintains inventory and orders office supplies
- Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with staff, the public, and outside agencies; coordinates and arranges special events as assign
- Schedules use of offices and meeting rooms; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, supplies, and audio-visual equipment
- Provides meeting support with responsibility to post agendas and schedules; processes registrations; attends, takes, transcribes, and properly distributes minutes, notes, or other documentation of actions as requested

- Retrieves, duplicates, scans, distributes, and files a variety of operational, financial, and project records, invoices, and documents; retrieves requested files; creates and maintains physical and electronic files; maintains up-to-date file lists, indexing, and cross-referencing; assists with document retention and destruction
- Upon request, may pick up or deliver documents and or packages as needed
- Coordinates, makes, processes, and confirms transportation and accommodation arrangements for staff; checks and processes expense claims
- Serves as back up to other support positions and assists others with a variety of support assignments or special projects on an as needed basis
- Uses discretion in communicating with others

### **Classification**

The position is non-exempt under the Fair Labor Standards Act.

### **Qualifications**

Requires graduation from high school or GED equivalent required and one (1) to five (5) years related experience; proficiency in MS Office and browser- based research; knowledge of standard office procedures and practices and business math principles; and strong written and verbal communication skills required. College level course work in a related field, college degree, or an equivalent combination of training and experience desired. Demonstrates critical thinking and the use of discretion in communicating with others. Ability to function independently and as part of a team. 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.

Date: 8/30/2022

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### ADMINISTRATIVE OFFICER

##### **Job Summary**

Managerial Executive management level position responsible for planning, organizing, and directing the accounting, finance, administrative, and human resources functions with knowledge of standards and processes in these areas and knowledge of employee performance management standards and practices.

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

Performs budget reporting, monthly accounting, and payroll services; processes normal cash, billing/vendor invoicing, and receipting activities; undertakes accrual entries; coordinates internal and external audits; undertakes cost accounting to grants - direct and indirect costs; oversees grant expenditure activities; prepares standard financial reports and progress reports; develops annual budget with Executive Director; and performs a range of professional, analytical, and technical duties in support of the human resource function. Performs other work as assigned.

##### **Example of Duties**

- Manages and directs the budget and mid-year budget, includes revenue forecasting; supports Executive Director in presentation of the budget to Board of Directors and other committees and working groups as needed
- Prepares, reviews, analyzes, balances and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles, and practices; identifies and resolves problems; reviews bank reconciliations for accuracy; prepares financial statements and disclosures; and compiles and reports to the Board of Directors on various financial reports, supporting schedules, and working papers
- Generates and submits for review grant reimbursement invoices consistent with mandated grant agreement requirements; and prepares accounts receivable aging reports
- Maintains accounting records of revenues, expenditures, and special funds; prepares analyses, spreadsheets, schedules, journal entries and reconciliations to produce accurate financial reports; monitors and prepares reports on revenue funds; and performs routine fund and project cost analysis; prepares bank deposits, reviews bank transactions, and updates the general ledger with bank activity
- Develops, reviews, evaluates, updates, generates and/or distributes specialized accounting records, financial reports and spreadsheets; reviews, compiles, calculates and analyzes technical data and information from a variety of sources; identifies discrepancies, resolves issues and/or notifies appropriate sources and ensures issues are resolved; distributes reports in a timely manner; conducts expenditure analyses and reports to Executive Director monthly on spend rate; and researches variances and discrepancies; prepares correcting journal entries
- Reviews and processes general vendor invoices including adding transaction codes, obtaining signature approvals and supporting documentation and tracks accounts payable; prepares journal entries for non-automated transactions; as directed, initiates automated clearing house (ACH) and coordinates with Treasurer for wire transfers to expedite invoice payments; deposits funds in accounts; prepares check payments for mailing and/or disburses checks for delivery; and obtains signatures as needed for proof of delivery
- Reconciles payroll and payroll deductions and the payment of payroll taxes, vendor accounts and retirement benefits; verifies correct pay rates and adequacy of leave time; calculates overtime; and inputs withholding exemptions, employee/employer deductions and pay rate changes
- Prepares, generates and issues 1099s to vendors and W-2 forms for employees



- Responds to inquiries and requests from outside auditors; and provides support documents and analysis reports as requested
- Manages office space lease and facility requests
- Coordinates Information Technology needs and services; provides oversight of vendors (copier, internet, telephone, etc.), and purchasing including equipment (audio, visual, computer) and furniture purchases. Maintains inventory of office equipment and develops equipment replacement schedule
- Coordinates employee benefits, insurance, worker's compensation, and personnel records; manages insurance and liability programs; coordinates human resources activities; responsible for monitoring adherence to illness and injury prevention program
- Manages insurance and liability programs
- Manages programs, contracts, and grants and coordinates with Project/Program Managers to implement contract requirements, manage budget, and monitor expiration; prepares invoices to Scope of Work requirements and reporting for grants; and assists in the preparation and the response to Request for Proposals and Scopes of Work
- Supervises professional and/or technical staff
- Conducts special investigations and organizational reviews as directed by the Executive Director
- Uses discretion in communicating with others

### **Classification**

The position is exempt under the Fair Labor Standards Act.

### **Qualifications**

Bachelor's Degree required plus at least three (3) years or more professional experience in accounting, human resources management, and general business in grant-funded programs, public agency or not-for-profit. Knowledge of principles, practices, and terminology of general, fund and governmental accounting including financial statement preparation and methods of financial control, financial reporting, and grants accounting; generally accepted accounting principles (GAAP); Governmental Accounting Standards Board (GASB), Office of Management and Budget (OMB) circulars and accounting standards and requirements applicable to public agencies, Federal, state, and local laws, regulations and court decisions applicable to financial administration of a public agency and payroll administration; and modern office practices, procedures and equipment including computers and software applications relevant to work performed. Ability to perform complex mathematical calculations and financial analyses accurately and timely. Strong contract management skills and ability to function independently and as part of a team required. Excellent verbal and written communications skills required. Proficiency in Microsoft Office Suite and accounting software required. College level course work in finance, accounting or business, or a related field. 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.

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Date: 8/30/2022

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

DEPUTY EXECUTIVE DIRECTOR

**Job Summary**

Senior executive position responsible for program design and delivery, managing and motivating staff, and cultivating collaborative relationships with agency and partner organizations.

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

Under direction of the Executive Director, performs responsible administrative and managerial duties; manages elements of various programs activities and functions including strategic planning, organizational development, and budgeting; supervises and develops program staff; develops, manages, and implements agency and partnership programs and services; and oversees contracts and grants including ensuring appropriate reporting. Serves as a key member of the senior staff and provides advice and assistance to the Executive Director. Interacts with Board Members, elected officials, partner representatives, legislators, and other stakeholders. Performs related duties as assigned.

**Example of Duties**

- Through subordinates, directs and implements projects and programs that promote and advance the mission, vision, guiding principles, and strategic plan organizational goals
- Plans, organizes, manages, integrates, and evaluates the work of assigned staff; with staff, develops, implements, and monitors projects, programs, and initiatives to achieve assigned objectives; and plans, directs and communicates contract administration work requirements and schedules to appropriate support staff to ensure that adequate support is provided
- Selects, trains, and evaluates work products, methods, and procedures used by subordinate staff; establishes performance requirements and professional development targets; monitors staff performance and provides training, coaching, and mentoring for performance improvement; implements progressive discipline to address performance deficiencies in accordance with the personnel policies
- Assists in the development of the annual budget and monitors performance
- Researches grant programs and assists with grant applications; oversees staff in the development of grant budgets, metrics, and grant tracking and reporting systems
- Oversees development of procedures for and performs a variety of professional duties in support of the human resource function including employee recruitment, selection, and onboarding; and provides employee assistance to resolve personnel related issues
- Updates and maintains a variety of policy and procedure manuals
- Maintains administrative oversight of the identification and prioritization of organizational needs, issues, and usage of resources
- Approves plans, research, analysis, findings, staff reports, and policies and presents recommendations

- Monitors and analyzes policy, legislation, and regulatory activities at the local, state, and federal level as directed by the Executive Director
- May be responsible for direct oversight of specific programs or focus areas such as transportation, social services, environmental, and technology initiatives and programs (South Bay Environmental Services Center)
- Acts on behalf of Executive Director in their absence
- Uses discretion in communicating with others

### **Classification**

The position is exempt under the Fair Labor Standards Act.

### **Qualifications**

Requires a minimum of five years of responsible managerial and administrative experience in environmental programs, local government, public administration, or a related field. Candidates will possess at least a Bachelor's degree in a related field. Thorough knowledge of the principles and practices of public administration and local government as well as experience in managing, motivating, and developing employees is required. Knowledge of a diverse range of environmental, transportation, technology, social services, or related programs is highly desirable. Strong verbal and written communication skills, contract, and project management skills, and organizational development skills are desirable.

### **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.

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Date: 8/30/2022

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

EXECUTIVE DIRECTOR

The Executive Director is a single-incumbent position that serves at the will of the Governing Board. The incumbent performs highly responsible and complex administrative support to the Governing Board, Steering Committee, and Ad hoc and Technical Advisory Committees and manages politically sensitive, confidential, and complex assignments. The Executive Director is accountable for developing, implementing, and executing plans, policies, budgets, and strategies to accomplish the organization's mission, vision, guiding principles, and strategic plan. The incumbent operates within broad general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of resources.

**Example of Duties**

- Plans, organizes, controls, integrates, and evaluates the work of all staff to ensure operations and services comply with the policies and strategic direction set by the Governing Board and with all applicable laws and regulations; participates in developing and implementing organizational goals, objectives, policies, and priorities; enforces and administers the provisions of the By-Laws and Joint Powers Agreement
- Coordinates with legal counsel to ensure that contracts, policies, procedures, and other documents comply with organizational bylaws and Joint Powers Authority as well as local, state, and federal laws
- Provides leadership and professional staff assistance to the Governing Board and Steering Committee and the senior management team
- With staff, implements the strategic plans, goals, and objectives; develops and recommends adoption of the strategic plan, program area plans and other long-range business, financing, and resource plans; directs the development and implementation and monitors the accomplishment of short- and long-term plans, goals, and objectives to achieve board and committee priorities and compliance with applicable laws and regulations
- Directs and evaluates staff performance; establishes performance requirements and professional development targets; regularly monitors staff performance and provides training, coaching, and mentoring for performance improvement; implements the progressive discipline process to address performance deficiencies; performs other staff management activities
- Directs and oversees the creation and maintenance of comprehensive, effective human resource management and employee relations programs, policies, and systems; directs the improvement of management systems, processes, and measurement techniques to improve operations, and effectiveness
- Directs and monitors the implementation of adopted budgets; analyzes and recommends for adoption complex funding mechanisms for programs and organization's participation in regional efforts to gain access to or distribute funds; directs and monitors the development, implementation, and evaluation of plans, policies, systems, financial strategies, and procedures to achieve organizational goals
- Through subordinates, directs, and implements regional planning and programs that promote and advance the mission, goals and objectives of the organization and the sub-region; maintains administrative oversight of the identification and prioritization of regional needs and issues and

usage of resources; approves plans, research, analysis and findings, staff reports and policies and presents recommendations to the Governing Board, the Steering Committee Ad hoc and Technical Advisory Committees

- Directs legislative analysis and advocacy activities; oversees the development of legislative strategy on matters of interest related to agency or member agencies' programs, operations, policies, financing, and other relevant issues; develops funding strategies, proposals, white papers, policy alternatives and strategies; prepares and presents data, reports, and recommendations
- Represents the organization with local and statewide professional organizations and committees and in meetings with elected officials, leadership, governmental agencies, member agencies, partners, and funding agencies including the Southern California Association of Governments, Caltrans, South Coast Air Quality Management District, and Los Angeles County Metropolitan Transportation Authority
- Serves as chief representative in negotiations and dealings with federal, state, and county agencies, other major community, and professional organizations, elected officials from all levels of government, and business and community leaders; serves as primary spokesperson in dealings with the media, often on difficult, sensitive, and potentially volatile situations
- Uses discretion in communicating with others

#### **Classification**

The position is exempt under the Fair Labor Standards Act.

#### **Qualifications**

Requires at least a Bachelor's degree in a related field and a minimum of eight (8) years of progressively responsible experience in environmental programs, local government, public administration, transportation, or a related field with at least two (2) of the years in highly responsible managerial and administrative position. Thorough knowledge of the principles and practices of public administration and local government as well as the Brown Act and other laws and regulations governing the conduct of public meetings is required. Knowledge of a diverse range of environmental, transportation, technology, social services, or related programs is highly desired. Understanding of principles and practices of organization culture and strategies to maintain efficient operations desired. Strong verbal and written communication skills, contract, and project management skills, and organizational development skills are desirable.

#### **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.

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Date: 8/30/2022

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION**

**INTERN**

**Job Summary**

Intern level position to assist with general programs, projects, research, field work, workshops, marketing, and outreach; assists in the development of reports related to studies, pilot projects, and programs including analyzing, tracking, and monitoring; assists in grant writing; undertakes general program or office support as needed including answering general inquiries; attends meetings, workshops, and off-site events; works with volunteers.

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

Assists with general programs, projects; studies; and pilots; aids in development of reports; conducts analysis, tracks progress, provides data entry, and monitors activities; conducts literature review; performs field work; presents findings; assists in grant writing.

**Example of Duties**

- Conducts data analysis
- Prepares reports
- Conducts research
- Assists with marketing and outreach
- Develops content, monitors, and posts on social media channels
- Develops marketing materials
- Assists in event planning and may represent the organization at off-site events
- Takes photos
- Posts website content
- Writes press releases and newsletter articles
- Attends events, meetings, and workshops
- May provide general office support as needed including answering general inquiries; preparing for meetings; and taking minutes
- Works with volunteers
- Uses discretion in communicating with others

Develops and maintains knowledge of programs and activities. Demonstrates critical thinking and the use of discretion in communicating with others. Performs other work as assigned.

**Classification**

This position is part-time Non-Exempt (hourly) under the Fair Labor Standards Act.

**Qualifications**

Students must be currently enrolled in a course of study relevant to the focus of the project or work to be performed. Non-student applicants must at least have a bachelor's degree at the start of the internship with at least one degree in a discipline relevant to the focus of the project or work to be performed. Strong written and verbal communication skills, proficiency in browser-based web research, and knowledge of environmental, transportation, social services, and/or sustainability fields of study. Proficient in Microsoft Word and Excel. Ability to function independently and as part of a team 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.

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Date: 8/30/2022

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

DRAFT - PROGRAM MANAGER

**Job Summary**

Executive level position responsible for the development of strategies, standards, and processes for implementation of projects, activities, events, workshops, and training related to the environment, social services, technology, and transportation. Also engages with partners, agencies, legislators, and public. Exercises direct supervision over professional, technical, and administrative staff and manages consultants and contractors.

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

Performs a variety of program management and other support-related duties. Manages and implements projects, contracts, and initiatives. Develops and maintains relationships with member agencies, chambers of commerce, resident groups, partners, and community groups. Directs and conducts research, field work, workshops, and outreach; develops reports; tracks and monitors activities; oversees and prepares invoices; prepares grants, scopes of work, request for proposals (RFP), and request for quotes (RFQ), participates in selection of contractors; and attends meetings, workshops, and off-site events. May supervise and schedule staff, volunteers, contractors, and interns. Performs other work as assigned.

**Example of Duties**

- Manages and serves as primary contact on a variety of complex programs, contracts, and initiatives such as climate action and adaption planning, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternative fuel vehicles, homeless services, senior services, broadband network expansion and applications, and transportation
- Coordinates and negotiates contracts and grants including drafting scopes of work and applications and prepares invoices
- Prepares program budget and ensures that expenditures are consistent with contracts, grants, and organizational requirements; reviews and/or prepares invoices
- Collects and analyzes data and incorporates data in plans and strategies for multiple projects
- Assists in the management of staff work including: assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline
- Develops communication strategies and marketing plans and supports communication efforts including developing or contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc., distributes information. May direct overall communication efforts
- Articulates key elements of programs and activities and may represent the organization to the community, media, legislators, agencies, and community organizations
- Prepares reports and recommendations for agenda items
- Carries out speaking and training engagements



- Assists and advises member organizations in developing plans, projects, and strategies
- Works with and manages contractors and consultants
- Contributes to the development of South Bay sub-region plans, projects, and strategies
- Responds to program related inquiries and attends or chairs committee, City Council, commission or public workshops and related meetings
- Develops program management and quality control systems
- Monitors and follows legislation and regulations related to assigned areas
- Monitors and reports on regional and State regulatory requirements and trends, research and case law related to programs
- Implements and maintains Federal, State, and local mandates
- Responds to and resolves difficult and sensitive issues
- Works with contractors and consultants
- Uses discretion in communicating with others

The Program Manager is distinguished from the Senior Project Manager by its additional responsibility for exercising greater autonomy and decision-making and coordinating multiple projects or programs having a wider scope and greater impact and exposure. The Program Manager may have oversight of staff, interns, contractors, and volunteers.

### **Classification**

The position is exempt under the Fair Labor Standards Act.

### **Qualifications**

Bachelor's Degree required plus three (3) years or more professional experience in the public sector, grant-funded programs, or not-for-profits in the environmental, energy, social services, technology, transportation, communications, public policy, public administration, or related field and two (2) years of progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, and systems and procedures. Excellent verbal and written communications skills required. Must be proficient in browser-based web research and Microsoft Office Suite and have the ability to function independently and as part of a team including working with volunteers. Experience in event-planning, writing press releases, and public speaking desirable. 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.

Date: 08/30/2022

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### DRAFT PROJECT ASSISTANT

##### **Job Summary**

Paraprofessional level position responsible for a diverse range of professional, administrative, fiscal, legislative, and analytical support in furtherance of program delivery, communications, outreach, accounting, and administrative operations and program implementation.

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

Under direction of the Executive Director or designee, performs a variety of professional, administrative, fiscal, legislative, research, and analytical support within assigned program areas; provides staff support to committees and working groups; supports administration and analytical functions including budget preparation and tracking, human resources, marketing and communication, financial management, and grant coordination; conducts research and legislative analysis; and performs related duties as assigned.

##### **Example of Duties**

- Supports implementation of special programs and/or projects as assigned Conducts studies and surveys
- Performs data analyses
- Compiles qualitative, statistical, and financial data, analyzes findings, prepares staff reports, and makes recommendations for policies, procedures, and manuals
- Maintains accurate records and files
- Provides information and assistance to the public regarding assigned programs and services
- Assists with the organization and scheduling of meetings, coordinates speakers, prepares agendas, presentations, and meeting packets, disseminates, and posts to website related information
- Attends, provides administrative support, and prepares official minutes, tracks status of action items, retains minutes and records in accordance with the Brown Act for assigned meetings
- Assists with the preparation of and responds to requests for proposals (RFP) and requests for quotes (RFQ)
- Prepares charts, graphics, and illustrations for presentations, performs desktop publishing to produce newsletters, brochures, forms, mailers, and other publications, and writes, edits and designs articles for publications, newsletters, website, social media, and press releases
- Supports grant applications, develops grant metrics, tracking, and reporting systems, prepares grant monitoring reports, and maintains accurate funding accounts
- Assists with logistics of events including working with event facility staff, participants, vendors, and sponsors and works with agencies
- Makes presentations at community events and to other organizations, agencies, special interest groups, state, and local governments, elected officials and the public
- Responds to program inquiries
- Works with interns, contractors, consultants, and volunteers
- Uses discretion in communicating with others

**Classification**

The position is non-exempt under the Fair Labor Standards Act.

**Qualifications**

Requires graduation from high school or GED equivalent required and one (1) to three (3) years related experience in administrative analysis and research, community outreach, policy development and/or fiscal administration, or an equivalent combination of education, training, and experience; proficiency in MS Office and browser-based research; knowledge of standard office procedures and practices and business math principles; and strong written and verbal communication skills. College level course work in a related field, college degree, or an equivalent combination of training and experience desired. Experience in local government or a regional governmental agency and knowledge of principles and practices of public and/or business administration are highly desirable. Requires ability to function independently and as part of a team. 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.

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Date: 8/30/2022

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### DRAFT – PROJECT COORDINATOR

#### **Job Summary**

Technician level position responsible for the basic implementation of programs, activities, events, workshops, and training related to the environment, transportation, social services, and technology.

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

Coordinates and plans general level programs, projects, and outreach. Conducts research, field work, workshops, and training; develops reports; tracks and monitors activities; assists with invoicing; undertakes general office support as needed including answering general inquiries; attends meetings, workshops, and off-site events; assists in the coordination of the volunteer program and works with volunteers. Performs other work as assigned.

#### **Example of Duties**

- Organizes, facilitates, and coordinates special programs and/or projects as assigned and assists higher-level management by overseeing subsections of larger projects and programs
- Coordinates logistics of events including liaison with event facility staff, participants, vendors, and sponsors and works with agencies
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation
- Responds to complex and sensitive questions and requests for information, provides information and assistance regarding assigned program and service areas, and responds to and resolves inquiries and complaints
- Conducts studies and surveys
- Performs complex data analyses to evaluate the effectiveness of current programs, makes recommendations on process or program enhancements and service areas, and assists with the implementation
- Compiles and interprets qualitative, statistical, and financial data, analyzes findings, and prepares staff reports, policies, procedures, and manuals
- Attends and supports meetings including agenda preparation, tracking registrations and attendees, and taking minutes
- Provides information and assistance to the public regarding assigned programs and services
- Represents the agency, conducts training, and makes presentations to organizations, agencies, special interest groups, state, and local governments, elected officials and the public, and staffs exhibits or booths at community events
- Organizes and schedules meetings, coordinates speakers, prepares agendas, presentations, and meeting packets, disseminates, and posts to website related information
- Provides support for grant development and preparation and responds to request for proposals (RFP), request for quotes (RFQ), and selection of contractors
- Supports communication efforts for assigned programs including contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc. and distributes information

- Assists with monitoring legislation, regulations, and regional and State regulations related to assigned areas, and may assist with compliance including form 700s
- Performs technical reviews and analyzes and interprets the impacts of proposed federal and state legislation, regulations, and propositions impacting assigned programs areas
- Prepares written materials, including memos, correspondence, reports, procedural guides, and instructions
- Works with contractors and consultants
- May exercise technical and functional supervision over interns and volunteers
- Uses discretion in communicating with others

### **Classification**

The position is exempt under the Fair Labor Standards Act.

### **Qualifications**

Requires graduation from high school or GED equivalent and one (1) to five (5) years related experience in administrative analysis and research, community outreach, policy development and/or fiscal administration, or an equivalent combination of education, training, and experience; proficiency in MS Office and browser-based research; knowledge of standard office procedures and practices and business math principles; and strong written and verbal communication skills. College level course work in a related field, college degree, or an equivalent combination of training and experience desired. Experience in local government or a regional governmental agency and knowledge of principles and practices of public and/or business administration are highly desirable. Requires ability to function independently and as part of a team. 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.

Date: 08/30/2022

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

DRAFT - PROJECT MANAGER

**Job Summary**

Advanced Journey level position responsible for the development of strategies, standards, and processes for implementation of projects, activities, events, workshops, and training related to the environment, water, energy, social services, technology, and transportation. Also engages with partners, agencies, and program customers.

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

Manages and implements projects and contracts; conducts field work, workshops, and outreach; develops reports related to program implementation, tracking, monitoring, and invoicing and attends meetings, workshops, and off-site events. May supervise and schedule volunteers, interns, and staff. Performs other work as assigned.

**Example of Duties**

- Serves as lead for assigned events, programs or activities which may include energy, transportation, social services, or technology related programs and initiatives
- Directs the preparation of reports and makes recommendations on major policy matters regarding the assigned projects
- Prepares and responds to request for proposals (RFP), request for quotes (RFQ), and selection of contractors
- Identifies grant and contract opportunities and drafts scopes of work and grant applications
- Coordinates contracts including issuing task orders, preparation, review, and approval of invoices, and manages budget
- Supports communication efforts for assigned programs including contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc. and distributes information
- Carries out speaking and training engagements and undertakes community and public relations, and assists with media relations activities for assigned areas
- Develops communication strategies and marketing plans for assigned areas
- Contributes to and assists with distribution of press releases and articles
- Develops and maintains relationships with member agencies, chambers of commerce, resident groups, and environmentally focused groups and engages with partners, agencies, legislators, and stakeholders in support of program activities
- Monitors and reports on regional and State regulatory requirements and trends, research and case law related to program offerings
- Manages educational, operational, or service programs
- Articulates key elements of all programs and activities, and uses discretion in communicating with others

- Assists with responses to and resolves difficult and sensitive incidents
- Uses discretion in communicating with others

The Project Manager is distinguished from the Project Coordinator by its additional responsibility for exercising greater autonomy and decision-making and coordinating programs having a wider scope and greater impact and exposure.

### **Classification**

The position is exempt under the Fair Labor Standards Act.

### **Qualifications**

Bachelor's Degree required plus three (3) years or more professional experience in an environmental, energy, social services, technology, transportation, communications, public policy, public administration, or related field. Experience in grant-funded programs, government agencies, or not-for-profits in the environmental, social services, technology, or transportation fields is highly desirable. Excellent verbal and written communications skills required. Experience in event-planning, writing press releases, and public speaking, and proficiency in browser-based web research, and Microsoft Office Suite required. Experience with graphic programs desirable. An ability to function independently and as part of a team including working with volunteers 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.

Date: 08/30/2022

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### DRAFT SENIOR PROGRAM MANAGER

##### **Job Summary**

Advanced executive level position responsible for the development and management of strategies, standards, processes, and initiatives for implementation of complex programs, activities, and events related to the environment, transportation, social services, and technology. Maintains continuing relations with partners, agencies, and legislators in all matters concerning the administration of programs. Manages supervisory and technical staff and implements basic employee performance management standards and practices.

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

Manages programs, contracts, and grants; responsible for program planning, budget, implementation, and reporting; identifies opportunities and prepares grants applications; prepares and responds to request for proposals (RFP) and request for quotes (RFQ); advises on policies and procedures; and serves as lead for assigned events, projects, or activities. Develops and maintains relationships with member agencies, chambers of commerce, resident groups, partners, and community groups and coordinates with partners and agencies for project delivery. Interacts with Board Members, government officials, professional and technical colleagues; and serves on committees, taskforces, and technical advisory committees. Recruits and supervises staff, volunteers, interns, and contractors. Performs other work as assigned.

##### **Example of Duties**

- Oversees and manages a variety of complex programs, contracts, and initiatives such as climate action and adaption planning, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternative fuel vehicles, homeless services, senior services, broadband network expansion and applications, and transportation
- Develops, implements, and evaluates program plans, policies, and procedures to achieve annual goals and objectives
- Establishes, monitors and reports on work standards, productivity levels, budget, and performance measures
- Coordinates and negotiates contracts and grants including drafting scopes of work and applications
- Prepares program budget and ensures that expenditures are consistent with contracts, grants, and organizational requirements; reviews and/or prepares invoices
- Directs the collection and analyzes of data, incorporates into plans and strategies, and makes recommendations to executive management
- Manages the work of staff including: assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline



- Develops communication strategies and marketing plans and supports and may direct overall communication efforts including developing or contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc. and distributes information
- Communicates with Board on program highlights, achievements, and issues
- Articulates key elements of programs and activities and represents the organization to the community, media, legislators, agencies, and community organizations
- Carries out speaking engagements and training engagements
- Participates on external committees, boards, and task forces, etc., as appropriate
- Assists and advises member organizations in developing plans, projects, and strategies
- Works with and manages contractors and consultants
- Contributes to the development of South Bay sub-region plans, projects, and strategies
- Develops and coordinates program related training
- Responds to program related inquiries and attends or chairs committee, City Council, commission or public workshops and related meetings
- Prepares reports and recommendations for agenda items
- Develops and ensures implementation of project management and quality control systems
- Monitors, follows, and advises on legislation and regulations related to assigned areas
- Implements and maintains Federal, State, and local mandates
- Responds to and resolves difficult and sensitive issues Uses discretion in communicating with others

The Senior Project Manager is distinguished from the Project Manager by their additional responsibility for managing and developing strategies for program development and enhancements and oversight of complex contractual agreements. The Senior Project Manager is responsible for the management of complex educational, operational, or service and oversight of staff, interns, contractors, and volunteers.

### **Classification**

The position is exempt under the Fair Labor Standards Act.

### **Qualifications**

Bachelor's Degree required plus year (5) years or more professional experience, which at least one (2) years of management or supervisory experience in the public sector, grant-funded programs, or non-for-profits in the environmental, energy, social services, technology, transportation, communications, public policy, or public administration or field requiring three (3) years of progressively responsible administrative experience and analytical decision-making skill. Strong contract management and project management skills as well as excellent verbal and written communications skills required. Must have knowledge of basic employee performance management standards and practices. An ability to function independently and as part of a team preferred including managing volunteers. Proficiency in browser-based web research, and Microsoft Office Suite 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.

Date: 08/30/2022

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### DRAFT - SENIOR PROJECT MANAGER

##### **Job Summary**

Senior level position responsible for the development of strategies, standards, and processes for implementation of projects, activities, and events related to the environment, transportation, social services, and technology. Engages with partners, agencies, and the public, and implements basic employee performance management standards and practices such as setting goals, reviewing work products, and encouraging communication between manager and employees.

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

Manages projects, contracts, and grants; responsible for project planning, implementation, and reporting; prepares grant applications; prepares and responds to request for proposals (RFP) and request for quotes (RFQ); and serves as lead for assigned events, projects, or activities. Develops and maintains relationships with member agencies, chambers of commerce, resident groups, partners, and community groups and coordinates with partners and agencies for project delivery. Interacts with Board Members, government officials, professional and technical colleagues; and serves on committees, taskforces, and technical advisory committees. May recruit and supervise volunteers, interns, and staff. Performs other work as assigned.

##### **Example of Duties**

- Manages and serves as primary contact on complex projects, contracts, and initiatives such as climate action and adaptation planning, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternative fuel vehicles, homeless services, senior services, broadband network expansion and applications, and transportation
- Collects and analyzes data and incorporates data into plans and strategies
- Supports and may direct communication efforts including developing or contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc. and distributes information
- Articulates key elements of projects and activities and represents the organization to the community, media, legislators, agencies, and community organizations
- Develops and implements communication strategies and marketing plans
- Carries out speaking and training engagements and undertakes community and public relations, and assists with media relations activities for assigned areas
- Prepares project budget and ensures that expenditures are consistent with contracts, grants, and organizational requirements; reviews and/or prepares invoices
- Works with and manages contractors and consultants
- Develops and coordinates project related training
- Assists and advises South Bay cities in developing plans, projects, and strategies
- Helps develop South Bay sub region plans, projects, and strategies

- Responds to project related inquiries and attends committee, City Council, commission or public workshops and related meetings
- Develops and ensures implementation of project management and quality control systems
- Monitors, follows, reports, and advises on legislation and regulations related to assigned areas
- Assists with responses to and resolves difficult and sensitive incidents
- Uses discretion in communicating with others

The Senior Project Manager is distinguished from the Project Manager by their additional responsibility for managing and developing strategies for project development and enhancements. The Senior Project Manager is responsible for the management of complex educational, operational, or service projects

### **Classification**

The position is exempt under the Fair Labor Standards Act.

### **Qualifications**

Bachelor's Degree required plus five (5) years or more professional experience in the public sector, grant-funded programs, or non-for-profits in the environmental, energy, social services, technology, transportation, communications, public policy, or public administration or field requiring analytical decision-making skill. Strong contract management, project management, and budget skills as well as excellent verbal and written communications skills required. Has knowledge of employee performance management standards and practices. An ability to function independently and as part of a team preferred including managing volunteers. Proficiency in browser-based web research, and Microsoft Office Suite 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.

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Date: 08/30/2022