

# **SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

*Invites applications for the positions of*

## **PROJECT COORDINATOR – TRANSPORTATION & REGIONAL PLANNING**

**SALARY:** \$64,480 - \$72,400 annually

**OPENING:** October 16, 2023

**CLOSING DATE:** Opened until filled

### **ABOUT SBCCOG**

The South Bay Cities Council of Governments (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 Los Angeles County. The SBCCOG mission is to provide a leadership forum for South Bay local governments to act collaboratively and advocate for regional issues with a focus on improving transportation and the environment and strengthening economic development. More information about the SBCCOG can be found at [www.southbaycities.org](http://www.southbaycities.org).

### **ABOUT THE POSITION**

Under direction of the Deputy Executive Director, the Project Coordinator, is responsible for basic implementation of projects, activities, events, and stakeholder engagement in the areas of transportation planning and land use planning for local governments. The position is responsible for assisting with projects, developing reports, tracking and monitoring activities, supporting meetings, and helping with grant proposals. SBCCOG programs are sub-regional in nature and require coordination with city staff, elected officials, and agencies. Immediate responsibilities include assisting with implementing the Local Travel Network project (low speed travel network implemented in conjunction with city staff) and assisting with coordination of regional Early Action Planning (REAP) (housing planning program working with city staff and Southern California Association of Governments (SCAG)).

### **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 questions and requests for information, provides information and assistance regarding assigned program and service areas, including assistance to the public
- Conducts studies and surveys
- Performs 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 and statistical data, analyzes findings, and prepares staff reports, policies, procedures, and manuals
- Attends and supports meetings including prepares agendas and meeting packets, coordinates speakers, disseminates information, tracks registrations and attendees, takes minutes, and posts related information to website

- 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 information booths at community events
- Provides support for grant development and preparation and helps to develop responses 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
- 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

### **CLASSIFICATION**

The position is exempt under the Fair Labor Standards Act.

### **QUALIFICATIONS**

Requires graduation from high school or GED equivalent and one (1) year of related experience in analysis and research, community outreach 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.

The ideal candidate will have knowledge and basic understanding of transportation, regional planning, and zero emission mobility.

### **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.

### **APPLICATION AND SELECTION PROCESS**

Interested candidates must submit via email a resume and cover letter listing the title of the position they are applying for and 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: **Andrey Mulligan, Administrative Assistant**

[andrea@southbaycities.org](mailto:andrea@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.