

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Invites applications for the positions of

PROGRAM MANAGER – TRANSPORTATION & REGIONAL PLANNING

SALARY: \$102,200 – \$112,400 annually

OPENING: August 18, 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.

ABOUT THE POSITION

Under direction of the Executive Director, the Program Manager, is an executive level position with experience in both transportation planning and land use planning (especially with local government) and will be responsible for managing projects that implement the South Bay Sustainable Strategy (SBSS). This includes overseeing and implementing the transportation- and regional planning- programs of the SBCCOG. SBCCOG programs are sub-regional in nature and require coordination with city staff, elected officials, and agencies. Immediate responsibilities will include managing the Local Travel Network project (including the possible award of a Caltrans Sustainability Grant) as well as working throughout the South Bay to expand the project. Additionally, the Project Manager will oversee the planning and development of two Regional Early Action Planning (REAP) 2 grants which are funded through the Southern California Association of Governments (SCAG). . The REAP 2 grants are for planning and developing Neighborhood Mobility Hubs in four (4) Disadvantaged Communities (DAC), and Redevelopment of Commercial Parcels into housing. The successful candidate will have relevant experience managing projects and consultants. This position will also help develop proposals to advance the goals of the SBSS and respond to city inquiries on planning issues in consultation with the Executive Director.

Over time, the Program Manager may be expected to take responsibility for additional SBCCOG's projects which include the South Bay Measure R & M Hwy programs, South Bay Fiber Network and digital equity, South Bay Sustainable Neighborhood Strategy, and Homeless/Senior Services. The Program Manager manages the work of assigned personnel including directing and reviewing work, providing guidance, evaluating program and work objectives and effectiveness. In addition, the position oversees contracts, contractors, and budget as well as identifies and secures funding for projects and programs.

The Program Manager will demonstrate innovative ideas and direct projects in sustainability and resilience. Their approach should be dynamic and ready to reach 'out of the box'.

EXAMPLE OF DUTIES

- Manages a variety of complex projects, contracts, and initiatives
- Implements program plans, policies, and procedures to achieve annual goals and objectives

- 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
- Collects and analyzes data including GIS, incorporates into plans and strategies, and makes recommendations to executive management
- Assists in the management of staff work including: assigning, planning, and reviewing work, evaluating work performance, (may complete performance evaluations), coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline Staffs the bi-monthly meetings of SB Community Development Directors
- 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
- Maintains an understanding of state and federal policies and how they relate with SBCCOG programs and policies
- 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
- Prepares reports and recommendations for agenda items
- Develops 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

CLASSIFICATION

The position is exempt under the Fair Labor Standards Act.

QUALIFICATIONS

Bachelor's Degree required plus year three (3) years or more professional experience, which at least two (2) years of progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, and systems and procedures. At least five (5) years' experience is desired. Experience in the public sector, grant-funded programs, or non-for-profits in the transportation including, regional planning, environmental, climate change, technology, public policy, or public administration or related field. Strong contract management and project management skills as well as excellent verbal and written communications skills required. 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.

The ideal candidate will have knowledge and understanding of:

- Theory, principles, practices and techniques of transportation and regional planning, program development, and legislative analysis
- Zero emission mobility options
- Economics of development and the housing markets Principles and practices of public administration, including long-range planning, budgeting, purchasing, and maintaining public records
- Organizational and functions of governing boards; the Brown Act and other laws and regulations governing the conduct of public meetings
- Grant funding agencies, regulations, and requirements to obtaining funding and implementing grant funded programs

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: **Andreya Mulligan, Administrative Assistant**
andreya@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.