



Position Title:	Program Coordinator II	Date: 2018
Classification:	Membership Specialist	
Salary Range:	Membership Specialist	
Department:	Institute For Local Government	
Funding Source:	Grant and contract funded position	
Employment Status:	At-will	
Position Reports To:	Sustainable Communities Program Director	
Positions Supervised:	None	
Judgment Exercised:	Exercises some independent judgment	
Overtime Status:	FLSA	

Position Purpose

Under the direction of the ILG Executive Director (and for this position, the Sustainable Communities Program Director), ILG program coordinators are responsible for contributing to the development of resources and provision of technical assistance to support local officials in their service to their communities in the program coordinator's respective program area(s) in a manner consistent with ILG's mission, work program, budget and commitments to funders.

The Program Coordinator II is a journey-level position on ILG's sustainable communities program team. In this capacity, the program coordinator helps plan and execute a variety of critical elements of the program's activities to assist local officials to promote the development of communities that are economically, socially, environmentally and fiscally sustainable. The primary responsibility of the position is to coordinate the Institute's Beacon Program to encourage and support voluntary local action on climate change. In this capacity, the position also carries out program activities related to sustainable economic development, climate change, land use, active transportation, energy efficiency, recycling, and health and the built environment.

Specific activities include representing ILG at meetings of local officials; planning and executing award events, workshops, webcasts and webinars on topics related to sustainability, climate change and health and the built environment; research, analysis and support for the Beacon Program; writing for and organizing and populating the sustainability components of the ILG website; developing, marketing and administering of sustainable communities leadership and peer learning network and LinkedIn group and other communication and educational platforms and channels; and researching and writing articles or short papers on topics related to sustainability, climate change, and health and the built environment in a manner consistent with the Institute's tone and voice.

The Institute's sustainability work intersects with other areas in which the Institute is serving local government agencies across California, particularly effectively engaging the public in local plans and

decisions. As such, the position requires an individual with not only subject matter expertise, but with a commitment to collaboration and communication inside and outside of the Institute.

The Institute is affiliated with the League of California Cities, the California State Association of Counties, and the California Special Districts Association. The ILG Program Coordinator II position is based in Sacramento and is staffed by a League employee providing ILG services under an arrangement between the League and ILG.

Essential Functions

Information Gathering, Analysis and Dissemination

- Research, analyze and prepare resources and publications on local agency policies and practices, as well as state and federal laws and regulations that bear on those practices, with the goal of informing decision-making at the local level. Sources of information in such research will also include local agency and other public agency officials, academicians, consultants, leading thinkers and others.

Communication

- Produce accurate, clear, and insightful explanations of governance practices, policy options and implementation, and applicable laws for local agencies themselves and for local agencies to use in communicating and collaborating with their communities.
- Communicate information (through resources like publications, training programs, website and social media) to promote the diffusion of both information and innovation among local agencies.
- Help administer and promote the Beacon Program and the Sustainable Communities Leadership Network in a manner that will generate excitement and local agency participation.
- Transport materials (including boxes containing paper, books, supplies and other items), people, computers and other devices to meetings.
- Present spoken and written information clearly, effectively, accurately, in an engaging and graphically pleasing manner that is highly sensitive to others' limited time availability to receive and process that information.
- Represent ILG at meetings, conferences and other gatherings in a manner that reflects well on ILG and its parent organizations as directed by supervisor(s).
- Travel (by automobile, airline, and other forms of transportation) to meetings with funders, local and other public agency officials, and others who may have interests, information and resources relevant to ILG's work.

- Regularly and timely inform ILG supervisors and team members of information of interest to the accomplishment of program and ILG goals; communicate with funders, volunteers and others as directed by supervisor(s).

Workplace Environment

- Develop and maintain positive and respectful working relationships with other members of ILG team (including supervisors, program and support staff, consultants and other vendors and volunteers) to accomplish work program tasks collaboratively, on time, within budget and according to ILG standards of quality.
- Work at a desk using standard office equipment (including computers, photocopiers, telephones and fax machines), handling small items such as paperclips and pens, positioning oneself to reach equipment surrounding desk, removing and replacing files, books, binders and other materials on and around desk, move throughout the office to consult with others, retrieve and store materials and use other office equipment.

Administrative

- Accomplish work program tasks within timeframes set by supervisor(s) and funder commitments.
- Keep abreast of and comply with ILG and League personnel and administrative policies in a timely manner.
- Be a careful and conscientious steward of scarce ILG resources including money, staff time, relationships and materials.

Job Qualifications

Knowledge of:

- Principles and practices of public agency policy-making processes and administration at local, state and federal levels.
- Sustainability policies, programs and best practice related to climate change, land use, economic development, transportation, health and the built environment, and related topics.
- Research techniques, including survey research, interviewing techniques, literature reviews, legal research and citation conventions, and Internet research.
- Effective time management practices to bring about the timely and successful completion of specific project goals and objectives.

- Principles and practices of effective communication and marketing, including contemporary video, design, database, and website content management systems.
- Microsoft Office software, other software and hardware used in office.

Ability to:

- Identify, analyze and evaluate public policy issues (including process issues) facing local officials in California.
- Research, write, produce and disseminate educational resources that comply with ILG standards and norms.
- Organize and execute events, educational workshops and seminars, both in person and on the Internet.
- Engage in effective time management to successfully complete tasks and goals within budget and deadlines.
- Manage competing demands, projects, assignments, priorities and responsibilities on a daily basis.
- Identify and recommend refinements and improvements to Institute internal work processes.
- Comply with ILG and League policies, procedures, rules and regulations.
- Maintain a positive, "can-do" attitude and commitment to meeting the needs of local officials and ILG colleagues.
- Be self-supervising and follow through on necessary tasks without close supervision or the need for reminding.
- Understand and carry out both verbal and written directions.
- Establish and maintain work relationships, contributing to a positive work environment and morale.
- Travel throughout California and from time to time elsewhere on day, overnight and multiple-day trips to advance ILG goals, priorities and objectives and to complete assigned duties and responsibilities.
- Capably operate a full range of office equipment and software, including using, managing and communicating via e-mail.
- Represent ILG to local officials and various other public and private individuals/groups as directed by supervisor(s),

- From time to time, be able to work beyond ILG's minimum 8:30 a.m. to 5 p.m. Monday through Friday work schedule when necessary to participate in meetings, meet deadlines, engage in fundraising and accomplish tasks and goals.
- On a continuous basis, sit at a desk and in meetings for long periods of time; use standard/automated office equipment for extended periods of time; intermittently twist to reach equipment surrounding desk; on a continuous basis twist, bend below the knees, reach above the head and move throughout the office to retrieve information (for example, books, files, etc.) and photocopy material; perform simple grasping and fine manipulation; use telephone and communicate through written means.
- Learn new information, skills and approaches as are relevant and helpful to achieving ILG's goals.

Passion for and Commitment to:

- Supporting the mission and program goals of ILG and its parent organizations.

Desirable Experience and Training

Any combination equivalent to experience and education that could provide the required knowledge and abilities described above. A typical way to obtain the knowledge and abilities would be:

Experience. Three or more years of professional experience in the public private or non-profit sector, including experience performing public policy research, analysis, communications, marketing, event coordination and outreach.

Education. A bachelor's degree from an accredited college or university with major course work in public policy, communications, public or non-profit administration, public engagement and/or a field closely related to sustainability such as is land use planning, economic development or resource conservation required. An advanced degree or substantial post-graduate work in one or more of the fields referenced above is a plus. Experience or knowledge related to climate change and sustainability, state and local public policy processes and strategic planning are also highly valued.

Physical Demands and Work Environment

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interact and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Infrequent automobile and airline travel required in normal course of job performance.

Equipment Used

Computer, keyboard, mouse
Fax machine

Copier
Telephone

Scanner
