



The Institute for Local Government invites your interest for the position of:

Associate Program Manager

November 2018

The Institute for Local Government (ILG), the non-profit affiliate of the League of California Cities (LCC), the California State Association of Counties (CSAC) and the California Special Districts Association (CSDA) is seeking an experienced Associate Program Manager to support its efforts to assist local leaders to govern openly, effectively and ethically; work collaboratively; and foster healthy and sustainable communities. The position, based in Sacramento, offers an exciting opportunity for an energetic individual who shares the Institute's passion for good government at the local level, and who is enthusiastic about working with local agencies throughout the state to build capacity and relationships.

While ILG has an immediate need for this position to assist in managing and executing projects within ILG's Sustainable Communities program area, ILG's projects and initiatives are constantly changing and evolving. Therefore, this position requires a dynamic individual who can wear many hats, is a team player and a quick learner. The ideal candidate will have project management experience, local government and/or planning expertise, and excellent communication skills.

Institute for Local Government

Founded in 1955, ILG is solely dedicated to promoting excellence among California's over three thousand local government agencies - its cities, counties and special districts. Having garnered a reputation for neutral, practical and non-partisan expertise in what works best in local representative governance, policy-making and administration, ILG has a unique role in California's governmental ecosystem.

Through a bright and highly dedicated staff, a cadre of subject matter consultants and advisors, and an engaged Board of Directors, ILG leverages the core support it receives from the League, CSDA and CSAC. Additional support comes from a diversified mix of funding, including foundation grants, state agency and university contracts, and corporate support, as well as revenue from publications and workshops.

ILG seeks to undergird the efficacy and legitimacy of government at the local level in the nation's most populous and influential state. It does so through the provision of the highest quality written resources, training and consulting to local elected leaders and appointed officials throughout California.

*Employment opportunities are located at: www.cacities.org/employment
Reflecting the diversity of California, the League of California Cities is an equal opportunity employer*

ILG is based in Sacramento, California, though it assists local governments throughout the state. ILG's program areas include: Sustainable Communities, Leadership & Governance, Public Engagement, and Governments Engaging Youth.

ILG's Sustainable Communities Program

ILG's Sustainable Communities program provides resources and information to help local officials consider options for making good decisions in key sustainability topic areas, including land use and community design, energy efficiency, reducing greenhouse gas emissions, climate adaptation and resiliency, health and the built environment, and recycling, among others.

The Institute provides sustainability information and resources through the Institute's website, publications, tip sheets, case stories, conferences and workshops, webinars, social media, and technical assistance to local and regional agencies, as well as through the Beacon and Spotlight awards, the Institute's annual sustainability recognition program for city and county agencies.

[Click here to learn more about ILG](#)

Qualifications & Experience

The ideal candidate will have five or more years of increasingly responsible professional experience in the public, private or nonprofit sector, involving grant development, project management and implementation of innovative initiatives. An advanced degree or certificate from an accredited college or university with major course work in planning, public policy, public or nonprofit administration and/or a field closely related to sustainability is desirable.

Familiarity with local and regional agency practices and processes in California is a must. Experience or knowledge related to climate mitigation and adaptation strategies, transportation and housing, and building healthy communities is strongly preferred. In addition, the successful candidate will possess relationship building and organizational skills. Other critical skills include excellent communications skills, demonstrated experience as a team leader and the ability to work collaboratively as a member of a team.

The ideal candidate will also share the team's passion for the Institute's mission, goals, vision and values. Included in that is a commitment to the Institute's position of being impartial, nonpartisan and respectful of the diversity of views of California's local leaders.

[Click here to view a detailed job description](#)

Work Schedule and Travel

The Institute's normal work week is Monday through Friday, 8:30 a.m. to 5 p.m. This position's responsibilities will likely require work hours or days outside the normal schedule. Periodic overnight and multi-night out-of-town travel for meetings, presentations and conferences will be a key element of the position.

Employer

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The Institute receives staffing services through an agreement for professional services with the League of California Cities. Institute staff are League employees and participate in the League's benefits package, including both defined contribution and defined benefit (CalPERS) retirement plans, medical, dental, life insurance, transit, flex accounts, vacation time and holidays. Information about the League of California Cities is available at www.cacities.org.

Compensation & Benefits

Salary: Depends on qualifications.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer up to \$18,500 per year through the League's ICMA/RC defined contribution plan.

Health and Dental: Employees participate in an optional benefit program that includes dental insurance and medical coverage selected from two HMO and one PPO plans.

Life Insurance: Employer-paid \$50,000 life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover child care and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for this position will be ongoing until it is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

Application Procedure

Please submit a cover letter that speaks to your qualifications, a resume and salary history or requirements to:

Preferred: careers@cacities.org
Subject Line: ILG Associate Program Manager

Please be prepared to submit three professional references.

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