



Job Description

Position Title:	Associate Program Manager, ILG
Classification:	Program Services II
Salary Range:	Program Services II
Department:	Institute for Local Government (ILG)
Prepared Date:	November 27, 2018
Employment Status:	At-Will
Position Reports To:	Executive Director, Institute for Local Government
Positions Supervised:	Direct supervision over program and support staff as assigned by ILG Executive Director and/or Management
Judgment Exercised:	Exercises significant independent judgment
Overtime Status:	Exempt from overtime

Position Purpose

Under the general direction of the ILG Executive Director and Management, the Associate Program Manager works collaboratively with the ILG team and other internal and external partners and stakeholders to execute projects and initiatives consistent with ILG's mission, vision, values, goals, strategies, budget and commitments to funders.

The Associate Program Manager will assist in managing and executing ILG initiatives and projects in all ILG program areas as assigned. ILG's current program areas include: sustainable communities, leadership & governance, public engagement, and governments engaging youth.

In consultation with ILG Management and/or the Executive Director, this position will be expected to fulfill the following essential functions and responsibilities, sometimes individually and sometimes as part of a team.

Essential Functions and Responsibilities

- Engage in project development, planning, budgeting, management and execution to successfully accomplish assigned work program responsibilities in a timely manner within ILG's available resources.
- Administer and/or develop work plans for specific projects including project budgets, approaches, milestones, and deliverables.
- Track and/or monitor expenditures for projects and programs to ensure that expenses are consistent with allocations included in grants and contracts, work plans and budgets.

- Engage in evaluation activities, reporting on results/impacts of efforts and lessons learned, as well as integrating those lessons into communications and future efforts.
- As appropriate, coach, motivate and develop employees in work units and on project teams to encourage professional development and maximizing potential; promptly address performance issues.
- Research and analyze local and state agency policies and practices relating to program responsibilities, as well as state legislation and regulations that bear on those practices, with the goal of informing decision-making at the local level.
- Scan ILG's environment to determine implications, impact and opportunities that affect the success of ILG efforts, including engaging in regular communication with parent organization staff, members, funders and supporters on issues of shared concern.
- Work effectively and efficiently to implement communication strategies and tactics on topics and issues related to areas of responsibility.
- Present spoken and written information clearly, effectively, accurately, in an engaging and effective manner.
- Prepare and oversee others' preparation of original written materials suitable for web or print distribution, including reviewing and editing materials for consistency with good communications practices, ILG's style guides, tone and brand.
- Represent ILG at meetings, conferences and other gatherings in a manner that reflects well on ILG and its parent/affiliate organizations.
- Work with local governments and other stakeholders to develop meaningful and successful project and grant proposals.
- Support ILG's effort to identify potential funding sources, nurture funder relationships, develop funding proposals and secure funding for project related efforts.
- Review, monitor, and in some cases draft or negotiate contracts for services and collaborative arrangements with individuals, public agencies, as well as for profit and nonprofit organizations for review and approval by those authorized to enter into such agreements.
- Develop and maintain positive, collaborative and respectful working relationships with all ILG staff and staff of parent/affiliate organizations, which include but are not limited to management, program and support staff, board members, consultants, vendors and volunteers.
- Approach work program tasks in a constructive and collaborative manner fostering a workplace environment that contributes positively to morale and timely completion of projects within budget and according to ILG standards of quality.
- Accomplish work program tasks within specific timeframes as set forth by funder agreements, annual work program goals, directors, managers, or other internal or external imperatives.

- Perform other duties as assigned.
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Job Qualifications

Knowledge/Skills:

- Grant writing and grant management practices.
- Principles and practices of public agency policy-making processes and administration at local, regional and state levels, including those relevant to area of responsibility.
- Effective project management practices including: assembling, organizing and managing team members and resources to achieve timely and successful completion of ILG and project goals and objectives; managing multiple projects simultaneously; and rapidly and effectively responding to new developments.
- Research techniques, including Internet research, survey research, interviewing techniques, legal research and citation conventions.
- Effective time management practices to accomplish timely and successful completion of specific project goals and objectives.
- Principles and practices of effective communication and marketing.
- Effective use of technology to accomplish work, including Microsoft Office software (Word, Excel, Outlook, PowerPoint, and Access); Drupal, Civi and MailChimp or similar platforms; and other software and hardware used in office environments.

Ability to:

- Develop and execute effective strategies, plans and tactics to achieve ILG and program goals, objectives, mission, vision and values within budget and deadlines.
- Effectively manage own and others' time to successfully complete projects and achieve goals within budgets and deadlines, while responding to new developments.
- Follow-through on tasks and meet deadlines without close supervision; manage competing demands, projects, assignments, priorities and responsibilities.
- Develop, implement and monitor program and project budgets.
- Work collaboratively and successfully as part of a team with colleagues, outside consultants and vendors.
- Approach tasks with an entrepreneurial, can-do attitude.
- Understand and carry out both verbal and written directions, as well as give them.
- Demonstrate and apply subject matter expertise in areas of responsibility.

- Identify, analyze and evaluate public policy issues facing local officials in California.
- Communicate information responsive to local officials' needs in ILG program areas using all available and effective communications and marketing techniques.
- Design, organize and execute workshops and seminars, both in person and online.
- Represent ILG to local officials and various other public and private individuals/groups.
- Proficiently operate the full range of technology, office equipment and software necessary to accomplish work tasks efficiently and effectively.

Experience, Education 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.** Five or more years of increasingly responsible professional experience in the public, private or nonprofit sector, involving project management, communications, and work in the subject areas relevant to ILG program areas.
- **Education.** An advanced degree or certificate from an accredited college or university with major course work in public policy, public or nonprofit administration and/or areas of study related to the position's responsibilities.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 interaction 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. Regular automobile and airline travel required in normal course of job performance.

Equipment Used

Computer, keyboard, mouse	Copier	Scanner
Fax machine	Telephone	Smart Phone
Automobile	Current office applications	