



**Local Government Commission**  
*Leaders for Livable Communities*

**Come work with us!**

**The Local Government Commission is looking for a Project Manager.**

## **WHO WE ARE**

The Local Government Commission (LGC) is a nonprofit organization based in Sacramento with decades of experience working with California localities on sustainable land use and transportation solutions. We build capacity through leadership networking, policy guidance and technical assistance. Our current focus areas include Community Design, Water, Climate Change, Energy, and Civic Spark fellowship program.

LGC understands the unique opportunities and challenges present in our state's diverse communities and has served as a trusted voice to local governments for nearly 40 years. Our work supports those dedicated to improving their communities, and we believe in the opportunity for change advanced at the local level.

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

## **WHO WE'RE LOOKING FOR**

We are seeking a dynamic and outgoing person to fulfill the role of Project Manager on our Community Design Team. This person will have the opportunity to: 1) develop, oversee and implement a variety of stakeholder and public participatory planning and technical assistance projects in local jurisdictions across California, and 2) engage with thought leaders in the public and private sector to advance policy development at the state and local level. Core activities include:

- Support to local governments, especially lower-resourced and disadvantaged communities, to develop projects and access funding for sustainable development and transportation.
- Local land use and transportation planning and community engagement focused on planning, design and implementation of complete streets, active transportation, shared mobility and other innovative solutions that improve coordination between land use, transportation, community development and revitalization.
- Strategic program development helping LGC respond with solutions to pressing challenges and opportunities faced by local leaders, including, but not limited to, affordable housing and emerging mobility technologies and practices.

## **WHAT YOU CAN BRING**

### **Essential Responsibilities**

- Oversight and coordination of large complex projects, partnerships and consultant teams
- Supervision and support of multiple staff
- Management and implementation of contracts and grants
- Oversight of budget allocations and timely delivery of projects
- Representation of LGC in small group and larger audience presentations and speaking functions
- Development and maintenance of external relationships with clients, funders, and partners
- Identification of emerging trends, potential challenges and new opportunities for program development
- Proposal development and writing

This position will require occasional travel and overnight stays in regions throughout the state.

**Qualifications, Skills and Abilities:**

- High level of organization and ability to manage multiple projects
- Excellent written and verbal communication skills
- Ability to prepare and provide compelling oral and visual presentations to a variety of clients, partners, peer practitioners and the general public
- Experience and ability to engage with diverse stakeholders and community members
- Experience in proposal development and writing
- Minimum of five years of experience in one or more of the following fields: transportation and/or land use planning, community outreach, or engagement and public participatory planning on issues related to the built environment
- Bachelor degree from an accredited college or university with major course work in planning, community development, environmental studies or closely related field

**Additional contributions we value:**

- Experience working with California state agencies
- Experience working with local government elected officials and staff
- Knowledge of innovative community design including Smart Growth, New Urbanism, Complete Streets, Health and the Built Environment, Green Infrastructure, climate change and energy issues, policies and practices, including an understanding of local, regional and state planning, policies, and administrative practices
- Experience with innovative community design approaches including transit-oriented design, walkable street design, bicycle design, etc.
- Knowledge of California local government planning, policy, and administrative practices
- Advanced training, experience, or degrees in communications, market and social science research, outreach campaigns, economic development, urban design, landscape architecture, GIS, or web and graphic design.
- Fluency in oral and written Spanish

**Compensation & Benefits**

This position is full-time and exempt and is located in Sacramento, CA. The annual full-time salary range of this position is between \$58,000 – \$78,000 depending on qualifications. The benefits package includes:

- 100% employer-paid medical, dental and long-term disability coverage
- Vacation: Ten days of paid time off accrued each year in years 1-3 / Three weeks accrued during year four and beyond
- 12 paid holidays per year
- Access to the LGC's Employee Assistance Program
- 401K retirement plan with an employer match of up to 4% of salary

**Application Process and Deadline**

Applicants should send their résumés and cover letters describing their qualifications and interest in the position to Ben Morrison at the Local Government Commission ([bmorrison@lgc.org](mailto:bmorrison@lgc.org)). The priority application deadline is January 4, 2019.