



Local Government Commission

Leaders for Livable Communities

Job Announcement Water Project Manager

The Local Government Commission has an immediate opening for a full-time project manager. We are seeking a mission-driven, detail-oriented person with a background in public affairs, local governance, and/or water policy and management. The Project Manager will oversee multiple projects led by the Local Government Commission with a primary focus on the WE CAN rebate program (Fresno County) and Disadvantaged Community Involvement (DACI) program (Santa Ana Watershed).

Functions and Responsibilities

- General Project Manager Responsibilities include:
 - Oversee and coordinate the activities of specific LGC water-focused projects and initiatives, including:
 - Managing all project deliverables, timelines, administrative and financial responsibilities (i.e., contracts and grant reporting);
 - Supervising support staff; and
 - Providing updates / share deliverables through program team meetings, newsletters, social media and events;
 - Participate in larger organizational strategic planning activities.
 - As appropriate, represent LGC through presentations, meetings, advisory committees and written publications.
 - As needed, assist with the development of new projects and proposals to broaden our water programs by helping local jurisdictions address water-related challenges.
- Specific WE CAN responsibilities include:
 - Manage the WE CAN rebate applications, tracking, processing, and reporting.
 - Developing and maintaining local partnerships for rebate promotions, direct installs, community outreach, and job trainings.
 - Manage project budget and reporting requirements.
 - Delegate tasks and supervise work of team staff (coordinator(s) & Fellow(s).
 - Work closely with Water Program Manager to maintain all project progress and ensure successful project completion.
- Specific DACI responsibilities include:
 - Work with Water Program Manager and DACI team to develop survey and interview protocols of disadvantaged communities strengths and needs.
 - Conduct survey research with local elected officials; catalog and analyze all survey and interview data.
 - Assist with developing content for elected official training workshops.
 - Manage project budget and reporting requirements.
 - Delegate tasks and supervise work of Water Project Coordinator to plan, organize, and execute training workshop events.
 - Work closely with Water Program Manager to maintain all project progress and ensure successful project completion.

This position will require some travel within California.

Desired Qualities

Skills:

- Demonstrated proficiency in project management and staff supervision
- Excellent writing skills (formal and informal, reporting, etc.)
- Exceptional time management and work-flow organization processes.
- Strong communication skills, including facilitation, interpersonal networking skills and relationship building.

Qualifications:

- Commitment to LGC's mission, purpose, and values.
- Minimum of 3 years' experience in public affairs, natural resources management, policy, sustainability, or government.
- Minimum 1-year's direct project management experience.
- Bachelor's Degree required (advanced degree preferred).
- Experience working with diverse groups and individuals.
- Demonstrated knowledge of California water (systems, policy/regulations, governance, issues, etc.) as well as an understanding of local, regional and/or state planning, policies and administrative practices.
- Knowledge of California local government planning, policy and administrative practices strongly desired.

Attributes:

- Task-driven, detail- and implementation-orientated.
- Highly organized and productive.
- Mission-driven and passionate.
- Ability to work independently with little supervision, while also able to collaborate as part of a team and coordinate closely with key stakeholders.

Salary & Benefits

The Water Project Manager is a Local Government Commission employee located in Sacramento, CA. The annual full-time salary range for this position is between \$45,000 – \$62,000 (depending on qualifications). Benefits include 100% employer-paid medical, dental and long-term disability coverage and a 401K-retirement plan with an employer contribution equal 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 Carissa Gutierrez at the Local Government Commission (lgc@lgc.org).

Position is open until filled.

About the LGC

The Local Government Commission (LGC) is a nonprofit organization that works to build livable communities and local leadership. We do so by: connecting leaders via innovative programs and network opportunities; advancing policies through participation at the local and state level; and implementing solutions as a technical assistance provider and advisor to local jurisdictions. Current program areas include Community Design, Water, Climate Change and Energy. With roots in California and a national reputation, LGC offers inspiration, information, and partnership for local and regional champions dedicated to building thriving communities that integrate civic engagement with environmental, social and economic priorities.

For more information about LGC, visit: www.lgc.org

WE CAN Project

The Water-Energy Community Action Network—San Joaquin Valley (WECAN— SJV) is a pilot program managed by the Local Government Commission. The program is designed to reduce outdoor water use by assisting homeowners in disadvantaged communities to overcome the burden of high up- front costs of replacing water-thirsty lawns with drought-tolerant landscapes. WECAN—SJV consists of three major components: 1) Public Engagement; 2) Landscape Upgrade Rebates, and 3) Job Training. The purpose of the program is to achieve immediate and long-term reductions of both water and energy use, as well as greenhouse gas emissions reductions, through water and energy efficiency upgrades. This two-year project is due to be complete by December 2017.

DACI Project

LGC is serving on the project team for The Santa Ana Watershed Project Authority (SAWPA)'s Disadvantaged Community Involvement Program. Through the *ongoing* One Water One Watershed process (OWOW), SAWPA convenes a broad stakeholder collaboration that confers, creates, and conducts the Integrated Regional Water Management (IRWM) program for the Santa Ana Funding Region. OWOW is implementing the Disadvantaged Community Involvement Program, to: 1) identify the **strengths and needs** of overburdened communities in the watershed, 2) through **engagement, learn** from one another about the needs and capacities within the water agencies and communities, and 3) assure integrated water management **projects that are supported by communities are at the top of to-do lists** throughout the watershed. LGC's role in this project is to engage and educate local elected officials in the watershed about disadvantaged community issues. This three-year project is launching January 2017.