



# **Local Government Commission**

## **Leaders for Livable Communities**

### **Job Announcement**

#### **Community Design Project Manager**

**Deadline: 5:00pm on Tuesday, June 27, 2017**

The Local Government Commission (LGC) is seeking an experienced and dynamic individual to serve as Community Design Project Manager.

The Community Design Project Manager will manage multiple projects led by the Local Government Commission, including:

- Statewide project to provide technical assistance to disadvantaged communities applying for funding for sustainable development and transportation programs.
- Local transportation and land use planning focused on planning, design and implementation of complete street, bicycle and pedestrian, shared mobility and other innovative mobility enhancements that improve coordination between land use, transportation, community development and revitalization.

#### **Functions and Responsibilities**

1. Oversee and coordinate the activities of specific LGC community design technical assistance projects, including: contract and grant administration; budgeting, scheduling and production of deliverables; and direction of support staff.
2. Lead and participate in community design program and project development, including identification of emerging trends, potential challenges and new opportunities for funding, collaboration and partnerships.
3. Specific responsibilities on statewide project includes:
  - a. Coordination and communication with state agencies on work progress, reporting and evaluation;
  - b. Research, development and production of information resources on innovative approaches to implementing low carbon transportation and land use strategies;
  - c. Conducting surveys and reaching out to local governments and community-based organizations to assess needs for technical assistance;
  - d. Preparing flyers and related outreach materials;
  - e. Writing community engagement plans;
  - f. Conducting and maintaining digital, phone and in-person outreach to local governments and community-based organizations;
  - g. Organizing meetings and workshops, preparing meeting summaries;
  - h. Writing summaries and reports.

4. Specific responsibilities related to local transportation and land use activities include:
  - a. Developing and maintaining strong relationships with local government clients, community partners and other stakeholders;
  - b. Oversight and communication with planning and design consultants;
  - c. Coordinating with local government staff and community-based nonprofits on setting up advisory groups, convening meetings, organizing workshops, identifying outreach opportunities;
  - d. Organizing multi-day design charrettes that include multiple activities (stakeholder meetings, workshops, walk and bike audits, temporary installations) over a concentrated period;
  - e. Facilitating meetings and small group discussions;
  - f. Preparing outreach materials such as flyers, website and social media posts, press releases for workshops and other public events;
  - g. Writing reports documenting community engagement activities and outcomes;
  - h. Writing plans or sections of plans with recommendations based on workshops and charrettes;
  - i. Writing fact sheets and guidebooks for local government audience;
  - j. Assisting with development of plans in coordination with planning and design consultants;
  - k. Assisting with invoicing and writing reports to clients and funders.
5. Other project management as needed and as may arise related to this position.

This position will require travel.

### **Desired Qualifications, Skills and Attributes**

- Minimum of 3 years' experience in transportation and/or land use planning.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, environmental studies or a closely related field.
- High level of organization and ability to manage multiple projects.
- Excellent writing and communication skills.
- Knowledge of innovative and sustainable land use and transportation policies and practices such as, Smart Growth, Complete Streets, Active Transportation, Shared Mobility and Transit-oriented Development.
- Familiarity with California local government land use, transportation and planning processes and regulations.
- Ability to prepare concise, comprehensive and understandable written reports, studies, and other written materials.
- Ability to prepare and present oral and visual presentations to a variety of internal and external clients, partners, peer practitioners and the general public.
- Knowledge of research techniques and analysis methods related to social, economic, population, and land use data and related trends.

- Outgoing and comfort engaging with diverse stakeholder groups and individuals.
- Fluency in oral and written Spanish is a plus.

### **Salary & Benefits**

The Community Design Project Manager is a Local Government Commission employee located in Sacramento, CA. The annual full-time salary range of this position is between \$45,760–\$66,560 depending upon qualifications. The benefits package includes 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 ([cgutierrez@lgc.org](mailto:cgutierrez@lgc.org)). Applications are due on **Tuesday, June 27, 2017 before 5:00pm**.

### **About the LGC**

The LGC is a nonprofit organization fostering innovation in environmental sustainability, economic prosperity and social equity. The LGC is helping to transform communities through inspiration, practical assistance and a network of visionary local elected officials and other community leaders. Current program areas include Community Design/Healthy Communities, Water, Climate Change and Energy. Our focus is on making communities more livable, prosperous, resilient and sustainable. More information about LGC can be found at: [www.lgc.org](http://www.lgc.org)