South Bay Cities Council of Governments
Invites applications for the position of
Senior Project Manager
Planner

SALARY: $78,000 - $99,000 annually (DOE)

OPENING: May 17, 2021

CLOSING DATE: Open until filled

ABOUT SBCCOG and SBESC
The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates a variety of programs that cover transportation, seniors, homeless, and sustainability. More information about the SBCCOG can be found at www.southbaycities.org.

JOB SUMMARY/PRIMARY TASKS
Under the direction of the Executive Director, the Senior Project Manager – Planner, is an “At Will” position responsible for conducting the South Bay Cities Council of Governments Housing and Development program. This position will work in consultation with member city Community Development Directors assisting in the development of a coherent South Bay housing policy designed to help ensure that state accelerated housing production policy goals are met, while also meeting the local needs of the communities in the SBCCOG sub-region. Assignments will include related transportation and climate action planning as well. Specifically, this position will:

- Track state housing policy and legislation and recommend advocacy positions including drafting and circulating position letter templates to cities
- Participate, track, and report on the development of regional plans particularly the Southern California Association of Governments (SCAG) Regional Transportation Plan and Sustainability Communities Strategy (RTP/SCS)
- Oversee the implementation the SCAG Regional Early Action Planning (REAP) projects funded for the South Bay
- Assist member agencies to develop standardized application and form templates needed to comply with adopted housing, permit and NPDES legislation/requirements.
- Facilitate coordination with SBCCOG city program staff and other stakeholders focused on transportation planning, economic development, and homelessness
- Track SBCCOG member jurisdictions’ compliance with state housing law
- Serve as a resource to SBCCOG member jurisdictions providing technical assistance and other tasks as needed such as research, assisting with request for proposals, etc.
- Further development of sub-regional and member agencies climate action initiatives
- Recommend and develop innovative planning programs as needed as well as identify/track available grants to help implement programs
- Perform other duties as assigned
Management reserves the right to add, modify, change, or rescind the work assignments of positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

QUALIFICATIONS / ABILITIES / EXPERIENCE
• Bachelor’s degree from an accredited college or university in urban, regional planning and policy; preferably a master’s degree in city planning or closely related field. • Considerable experience of an increasingly responsible nature in municipal planning and development or other related area; or an equivalent combination of training and experience (at least five years) • Exceptional written and verbal communication skills. • Strong organizational skills, initiative, and flexibility to work in a fast-paced environment. • Thorough knowledge of principles and practices pertaining to urban planning. • Understanding of planning law, theory, and practice. • Knowledge of Federal, State, and local laws and regulations related to field. • Knowledge of current literature, trends, and developments in the field of urban planning. • Advanced proficiency in Microsoft Office programs • Proficiency in GIS a plus • Ability to establish and maintain positive, effective working relationships with staff from numerous agencies and jurisdictions, community members, co-workers, contract consultants, and other stakeholders including elected officials when required. • Ability to address and prioritize multiple tasks simultaneously and work amid interruptions. • Creative, detail oriented, and resourceful, possessing aptitude to assist with special projects, as needed. • Ability to function independently as well as part of a team. • Exceptional organizational and reporting skills, recognizing the importance of communication and completion of tasks on deadline. • Possess a valid California Driver’s License.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS
While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

CLASSIFICATION
This position is exempt under the Fair Labor Standards Act.

BENEFITS
• 12 paid holidays. • Vacation leave (104 hours accrued/year in 1st year, increases 8 hours/year through year 12). • Sick leave – 8 hours per month. • Life Insurance $50,000 while employed by SBCCOG. • $500/month to apply towards health benefits. Any unused amounts will be applied to deferred compensation. • Deferred compensation (457 Plan) $200 per month employer contribution. • Administrative Leave (40 hours annually- Full-time Exempt employees only).

APPLICATION AND SELECTION PROCESS
Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest to them.

Submit to:
Ghia Horton, Administrative Assistant
ghia@southbaycities.org

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

SBCCOG is an equal opportunity employer.