



SGVCOG

San Gabriel Valley Council of Governments

**SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS**

1000 S. Fremont Ave., Unit #42
Suite 10-210
Alhambra, CA 91803

**INVITES APPLICANTS FOR THE POSITION OF
SENIOR MANAGEMENT ANALYST – EXEMPT**

SALARY AND BENEFITS:

Salary depending on qualifications.

A standard array of benefits, including public employee retirement pension, will also be provided in an employment contract to the successful candidate.

OPENING DATE: 02/02/2016

CLOSING DATE: 03/10/2016

BACKGROUND

The San Gabriel Valley Council of Governments (SGVCOG) was founded in 1994 as a Joint Powers Authority (JPA). The current membership includes the 31 incorporated cities in the San Gabriel Valley, three Supervisorial Districts representing the unincorporated areas in the San Gabriel Valley, and the Valley's three water agencies. Collectively, those agencies represent the Valley's two million residents living in 31 cities and numerous unincorporated communities. The primary focus of the SGVCOG is to support activities related to Transportation; Energy, Environment and Natural Resources; and Housing, Community, and Economic Development.

The Mission

“The San Gabriel Valley Council of Governments will be recognized as the leader in advocating and achieving sustainable solutions for transportation, housing, economic growth and the environment.”

More information about the SGVCOG can be viewed at www.sgvkog.org.

THE POSITION:

Works independently to performs a wide variety of professional, administrative, fiscal and analytical support within assigned program areas, including budget preparation, financial management, and grant coordination; conducts research; supervises assigned functions with emphasis on professional administrative methods; may serve as a project manager working closely with the Assistant to the Executive Director, Executive Director, and the Governing Board members; performs other related duties as required.

Responsible for communicating with all levels of government including regional government agencies; assists in the implementation the SGVCOG Governing Board's Strategic Plan, goals and priorities of the JPA. Position reports to the Assistant to the Executive Director and will be responsible for assigned functions on behalf of the San Gabriel Valley Region for programs and funds benefiting the 31 cities, the County unincorporated areas, and the water service areas.

MAJOR DUTIES

- Plans, develops and coordinates the implementation of programs and projects of a large scope or complexity.
- Prepares, monitors and oversees the grant budgets.
- Negotiates and administers contracts, agreements, leases and services. Develops agreements and contract terms and monitors compliance.
- Researches grant programs, prepare grant applications and monitors compliance with applicable terms.
- Conducts research and analyzes statistical and related data. Reviews and makes recommendations.
- Prepares comprehensive technical reports, and correspondence, as well as maintains records.
- Prepares and presents reports to Governing Board, Policy Committees, and Technical Advisory Committees.
- Serves as staff liaison to the Water Committee; Energy, Environment and Natural Resources Committee; Housing and Economic Development Committee; and Planners Technical Advisory Committees including preparation of agendas, minutes, and reports and coordination of presentations.
- Coordinates and presents at community meetings and events as assigned.
- Prepares the agency's monthly newsletter.
- Maintains the agency websites.
- Performs related duties, as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, economics, or related field.
- Four years of professional experience in administrative analysis and research, policy development, fiscal administration and budget and/or management responsibilities.
- A master's degree is desirable and may be substituted for one year of experience.

KNOWLEDGE SKILLS & ABILITIES

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of organization, administration and management.
- Program and project development, implementation and evaluation.
- Fiscal analysis and budget preparation and administration.
- Grant application and monitoring.
- Data collection and analysis.
- Report writing techniques and editing.
- Quantitative and management analysis technique.
- Methods and techniques of effective supervision.
- Principles of energy efficiency, water conservation, and stormwater management.

Ability to:

- Develop, implement, and administer projects and programs.
- Develop and implement goals, objectives, policies and procedures.
- Analyze legislation.
- Prepare analytical and financial reports.
- Prepare and deliver effective public presentations.
- Communicate effectively both orally and in writing.
- Analyze and recommend solutions to problems and issues.
- Plan, develop and manage programs and projects.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain effective and cooperative working relationships with officials of public and private agencies, City Council, commissions, community groups, and the general public.
- Supervise, train and evaluate staff.

Skill in:

- The use of computers and related word processing and spreadsheet application software.

APPLICATION PROCESS

Send resume and letter of interest to Mr. Philip A. Hawkey, e-mail: (sgv@sgvcog.org) by 5:00 p.m.; PST, Thursday, March 10, 2016.

Additionally, include responses to the following supplemental questions:

1. Please describe the most complex project you have managed from start to finish as it relates to this position.
2. What is the most difficult data-intensive project you worked on? What analysis was required and what analytic tools were employed?

Each answer should be included on a separate page and not exceed one-page single-spaced. Applicant's name should be included in the top right-hand corner of each page.

Questions, please call 626-457-1800. Your inquiries and application will be handled with the utmost confidentiality.