

South Bay Cities Council of Governments

April 13, 2026

TO: Steering Committee
FROM: Jacki Bacharach, Executive Director
SUBJECT: Proposed Revised Classification Specifications

OVERVIEW

- Recommendations for new and revised position descriptions and related salary schedule to meet current and future program needs
- Proposed revisions do not:
 - allow or require automatic promotions or salary increases
 - increase the number of staff

BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) contracted with CPS HR Consulting Services (CPS) to conduct an agency-wide classification study to help ensure that incumbents are properly classified, update classification specifications, and evaluate salary ranges. CPS also reviewed reporting relationships and the organization's structure. Their full assessment included reviewing existing classification specifications, conducting position description questionnaires and interviews with employee incumbents, and collecting management input. The assessment did not review benefits.

Prior to this work, in 2014, the SBCCOG developed comprehensive job descriptions and revised compensation levels under the guidance of a consultant. Between that time and now, revisions to descriptions and compensation have been primarily done to meet new state laws or evolving programs. Two positions were recently developed and approved by the Board – Analyst/Senior Analyst and Financial Analyst. These positions were developed in coordination with CPS HR.

ANALYSIS

The purpose of the assessment was to help ensure that the SBCCOG has a classification system that meets the current and mid-term future needs of the organization. It primarily captured the essential nature of positions that are expected to continue at a single point in time. Therefore, recommendations are not based upon all possible future changes, particularly with an organization such as the SBCCOG where organizational needs, technologies, and skill requirements are continuously evolving due to new programs and grants. The recommended updated classification system is meant to provide the organization with the tools to successfully administer recruitment, performance management, compensation, and succession planning as well as effectively support systems of administrative and fiscal control.

Classification Specifications

CPS developed classification specifications that are legally defensible and reviewed existing staff to help ensure that individuals were appropriately assigned within the recommended classification structure. All existing position descriptions were updated, and new positions were added to address current and mid-term future needs. Summary of notable revisions include:

- Program Manager and Sr. Program Manager titles were changed to Department Manager and Department Director respectively to better describe the position and reduce confusion between positions with similar titles
- Administrative Officer position was separated into two separate functions 1) Administrative Manager and 2) Finance Manager to address growing needs and complexity of the organization
- Account Clerk position was added to support increased finance function
- Accountant position was removed and responsibilities were separated between other finance positions
- Senior Project Coordinator position was added to address growing mid-level responsibilities

Proposed positions are listed below:

Current Positions	Recommend Position	Notes
Accountant	Remove	Remove
Administrative Assistant	Administrative Assistant	
Administrative Officer	Administrative Manager	Separated HR from Finance
	Finance Manager	
Analyst/Senior Analyst	Analyst/Senior Analyst	
N/A	Account Clerk	New Position
Deputy Executive Director	Deputy Executive Director	
Executive Director	Executive Director	
Financial Analyst	Financial Analyst	
Intern	Intern	
Project Assistant	Project Assistant	
Project Coordinator	Project Coordinator	
N/A	Senior Project Coordinator	New Position
Project Manager	Project Manager	
Sr. Project Manager	Sr. Project Manager	
Program Manager	Department Manager	Revised title
Sr. Program Manager	Department Director	Revised title

It is important to note that if approved, some current employees will have new job titles such as Administrative Manager and Finance Manager – as indicated in the chart above.

Revised positions along with a list of terms and definitions are listed on the attachment A.

Compensation

The purpose of the compensation study was to determine the competitiveness of the SBCCOG's salaries in the labor market and compliance with State law to attract and retain talent as well as promote internal equity. CPS utilized a whole job analysis methodology to determine whether a match from a labor market agency was comparable to SBCCOG's classifications. This commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. Matches are based on the class specifications (not just titles). The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed. Matches used are not so broad that they include classifications performing dissimilar work, or work done at a higher or lower level. They are also not so narrow that they exclude matches doing comparable work with slight differences so as not to change the level and nature of work. In order for a classification to be considered a match, upwards of 70% of the job description should be similar. The median for comparable agencies is used to help balance any lows or highs. When a minimum of three comparisons is not identified for a given class, internal alignment is applied. This methodology does not adjust based on the size of an organization.

The following agencies were determined to be the labor market in which the SBCCOG completes for talent for compensation:

- City of El Segundo
- City of Gardena
- City of Lomita
- City of Rolling Hills Estates
- Gateway City Council of Governments
- Los Angeles County
- San Gabriel Valley Cities Council of Governments
- Southern California Association of Governments
- Western Riverside Cities Council of Governments

The SBCCOG staff recently received the recommendations from CPS for compensation ranges and will need time to review and analyze the impact as well as considerations for the financial climate, internal compensation structure, changes to that structure, sustainability of salary increases, budget, and contracts. Other factors need to be considered such as cost of salary increases and other fiscal impacts to the organization to prevent financial hardship or unintended consequences such as the need for future layoffs. Staff anticipate that options and recommendations will be presented to the Steering Committee and Board in May so that Board direction can then be incorporated into the FY2026-27 proposed budget.

RECOMMENDATION

Board approve revised Classification Specifications.

Terms & Definitions:

Classification of the Position, Not the Employee – Position classifications should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs, but of the actual duties assigned to the employee. Thus, classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service. Employees, supervisors, and managers often view job content through employee performance characteristics which are unrelated to the classification concept of evaluating the work which the organization has determined should be assigned to a specific position, irrespective of how well an employee performs that work.

Classification Versus Allocation – Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, agencies may allocate a position within an organization based on the results of the classification analysis for that position.

Classification Supervision Level Definitions –

- **Under close supervision** – Work is performed under direct and frequent supervision. Tasks are clearly defined, and methods and procedures are prescribed. Supervisor closely reviews work in progress and upon completion and provides regular instruction and feedback.
- **Under General Supervision** – Work is performed with established objectives and procedures. The supervisor outlines expected results, but employees independently plan and carry out assignments. Work is reviewed periodically rather than continuously.
- **Under General Direction** – Work is performed with broad supervisory guidance. The employee is given overall objectives and expected results, but determines methods and processes independently. Work is reviewed primarily for results and compliance with policy rather than for technique or daily activity.
- **Under Minimal Direction** – Work is performed with very limited supervision. The employee is responsible for planning and organizing work, setting priorities, and resolving problems independently. Review is infrequent and focused on outcomes rather than on how the work is performed.
- **Under Administrative Direction** – Work is performed under broad policy and administrative guidance from executive or department-level leadership. The employee

has substantial autonomy in managing programs or functions and is accountable for achieving organizational goals within established policies and legal requirements.

- **Under Policy Direction** – Work is guided by organizational policy rather than day-to-day supervision. The employee provides leadership over major programs or functional areas and exercises authority to interpret, develop, and implement policy consistent with governing body or executive direction.

Level and Not Volume of Work – Position classification reflects the level of work performed by an employee and is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and we do not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, not by creating new classifications.

Point in Time Analysis – A classification study primarily captures the essential nature of positions that are expected to continue at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. This classification study uses the point in time immediately prior to the submission of the PDQ and does not reflect prospective duties or changes in duties after the PDQ was submitted. It should be noted that at the request of Executive Management, additional classes were developed for future use, but this does not change the point in time analysis for existing positions. The new classes included Financial Analyst and Analyst.

Position Versus Classification – Position and classification are two words that are often thought of as interchangeable, but in fact, have very different meanings. In a position plan, a position is an assigned group of duties and responsibilities performed by one person. Sometimes the word “job” is appropriately used in the place of position. In contrast, a classification may contain only one position or may consist of several positions. When there are several positions assigned to one classification, it means that the same title is appropriate for each position because the scope, level, duties, and responsibilities of each position assigned to the classification are sufficiently similar (but not necessarily identical); the same core knowledge, skills, and other requirements are appropriate for all positions, and the same salary range is equitable for all positions.

Preponderant Duties – Classification studies often find that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time; therefore, the positions must be analyzed based on their preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary

purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; however, consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy most of the incumbent's time. Overall, the determination of preponderance is a judgment call based on a consistent set of factors.

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

ACCOUNT CLERK

Job Summary

Under general supervision of the Finance Manager, the Account Clerk is responsible for performing a wide range of clerical accounting duties. Incumbents process and maintain financial transactions; perform accounts payable and accounts receivable functions; conduct reconciliations; support purchasing and vendor invoicing activities; prepare, review, and process financial documents and reports; and support monthly and annual financial cycles. The position also provides administrative and project-based assistance to assigned staff.

Distinguishing Characteristics

This is the journey-level classification in Finance responsible for performing a full range of clerical and transactional accounting duties, including processing accounts payable and accounts receivable, maintaining financial records, performing routine reconciliations, and providing support for department fiscal activities. Work requires accuracy, adherence to established procedures, and the ability to perform duties with increasing independence.

This classification is distinguished from the next higher classification of Finance Analyst, which is responsible for performing professional-level accounting, auditing, budgeting, and analytical work, including complex financial analysis, forecasting, grant and project accounting, and development of financial reports and recommendations.

Essential Job Functions, Duties, and Responsibilities

Financial Processing and Recordkeeping

- Processes accounts payable and accounts receivable transactions; reviews invoices, verifies documentation, and prepares payment requests.
- Reconciles credit card statements, vendor accounts, and other financial records.
- Prepares and tracks vendor invoices, including monthly billing prepared through time tracking software and other systems.
- Records payments, deposits, and financial transactions accurately in QuickBooks or other financial software.
- Maintains financial files, logs, and documentation according to established procedures.
- Monitors expenditures against approved budgets; alerts supervisors to discrepancies or unusual activity.
- Assists in preparing monthly and periodic financial reports, including the Steering Committee financial packet.
- Reviews purchasing requests for completeness and compliance; exercises discretion in routine purchasing and tracking of daily expenses.
- Supports year-end, audit-related, and compliance-preparation tasks under direction.

Administrative and Office Support

- Provides general administrative support to assigned managers, including scheduling meetings, preparing agendas, ordering food, and coordinating materials; takes minutes and action items during finance meetings.
- Prepares correspondence, reports, spreadsheets, and presentations using Microsoft Office, SharePoint, and related tools.
- Coordinates with vendors for services, supplies, and information.
- Provides back-up front desk coverage, including greeting visitors, answering phones, and responding to inquiries.
- Maintains administrative records, calendars, and workflows.

Project and Program Support

- Assists with project-based activities such as professional development tracking, salary survey research, and staff training logistics.
- Develops and prepares engagement tools, surveys, and data collection instruments using Microsoft forms, SurveyMonkey, or similar platforms.
- Conducts basic research and compiles information to support program planning and administrative decision-making.
- Coordinates meeting logistics, internal workflows, and documentation to support ongoing programs and initiatives.
- Supports continuous improvement of financial and administrative processes.
- Performs related duties as assigned.

Classification

The position is non-exempt under the Fair Labor Standards Act.

Qualifications***Education and Experience***

High school graduation or GED equivalent, and two (2) years of increasingly responsible clerical accounting experience, including accounts payable, accounts receivable, reconciliations, or financial recordkeeping. Completion of coursework in accounting, bookkeeping, or business administration is desirable.

Knowledge of

Principles and practices of accounting clerical work, including accounts payable and accounts receivable, reconciliations, and financial recordkeeping; basic governmental or organizational accounting procedures and internal controls; financial management systems such as QuickBooks; office practices, administrative procedures, and document management; word processing, spreadsheet, and database applications, including Microsoft Office, SharePoint, and Outlook; business communication, grammar, and formatting standards.

Skills to

Process accounts payable and accounts receivable transactions with accuracy and efficiency; reconcile financial data and account balances; prepare, review, and verify invoices, financial documents, and reports; maintain organized and complete financial records; apply organizational policies, procedures, and financial guidelines; use accounting systems, spreadsheets, databases, and standard office applications; manage time effectively and prioritize work to meet routine and cyclical deadlines; communicate clearly in both written and verbal formats; provide responsive customer service to staff, vendors, and the public; and identify and resolve routine financial discrepancies.

Ability to

Perform journey-level clerical accounting tasks accurately and in accordance with established procedures; process financial transactions; reconcile accounts; maintain detailed, auditable records; prepare invoices, financial summaries, and reports with accuracy and timeliness; interpret, apply, and explain financial rules, policies, and procedures; exercise discretion, maintain confidentiality, and use sound judgment in performing financial duties; organize work, manage multiple tasks, adapt to changing priorities and deadlines, and communicate clearly and professionally; establish and maintain effective working relationships with coworkers, supervisors, vendors, and the public; operate accounting software, databases, spreadsheets, and office equipment with proficiency; troubleshoot routine financial or data discrepancies and take appropriate corrective action.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Job Summary

Under general supervision, the Administrative Assistant is responsible for a broad range of administrative, clerical, communication, customer service, logistical, and operational support activities in furtherance of SBCCOG's programs, events, outreach, internal operations, and office/facility management. This position serves as the first point of contact for visitors and callers; supports data entry and reporting tasks; provides meeting and scheduling support; orders food for meetings; maintains office systems, supplies, and equipment; prepares routine correspondence, outreach materials, and social media/website posts; assists with basic accounting support; coordinates logistics; and supports staff across all divisions as assigned.

Work is routine to moderately complex and requires strong organizational skills, attention to detail, customer service, and the ability to manage multiple time-sensitive tasks. The position may assist with outreach activities and event support but does not have responsibility for independent project coordination, project planning, or analytical program management.

Distinguishing Characteristics

This journey-level classification is responsible for performing the full range of clerical, administrative, logistical, communication, and routine accounting support functions.

This classification is distinguished from the next higher classification of Project Assistant in that the Project Assistant performs more specialized program support work, including client coordination, eligibility verification, and direct operational support of program implementation, while the Administrative Assistant performs administrative, clerical, logistical, and routine operational duties that support general office and program functions.

Essential Job Functions, Duties, and Responsibilities

- Types, formats, edits, revises, proofreads, and processes a variety of materials, including correspondence, forms, memorandum, agenda items, reports, agreements, technical and statistical charts, tables, and other specialized and/or technical materials from verbal instruction, rough draft, or other source documents; may compose correspondence and other documents for signature.
- Answers phones and greets visitors; responds to or refers general inquiries and complaints to appropriate staff members.
- Performs a variety of clerical accounting duties, including reconciling receipts and invoices; maintains routine financial records; assists with accounts receivable and accounts payable functions; and may assist in preparation of annual audit.
- Ensures that facility is in proper working order, including breakroom and storage spaces; and submits requests for service to maintain facilities.
- Supports communication efforts, including maintaining and updating website; assists with social media presence; composes and sends e-blasts; creates and disseminates

newsletter(s); assists with media related efforts working with public affairs staff; and may perform graphic design work utilizing software such as Adobe and Microsoft products.

- Supports technology operations, including video conferencing, copy machine, computers, phone systems, and other office equipment; ensures that all required equipment supplies are available and in proper working order; coordinates check-out process for equipment; monitors requisitions budget; and submits requests for service to maintain equipment.
- Maintains inventory and orders office supplies.
- Coordinates internal calendar to ensure that there are no scheduling conflicts and staff are notified of scheduled meetings.
- Coordinates logistics for site visits, including preparing materials, scheduling appointments, and managing on-site needs for staff or partners.
- Assists in planning and coordinating operational logistics during office moves, relocations, or reconfigurations.
- Monitors monthly purchasing activity.
- Conducts routine purchasing and reconciles expenditures within assigned limits.
- Develops or updates standard operating procedures (SOPs) for administrative processes, including onboarding procedures for new administrative employees; provides to supervisor for review.
- Attends community or partner meetings related to assigned outreach areas (e.g. Environmental, Social Services, Transportation, etc.)
- Prepares routine program updates for meetings as directed.
- Coordinates guest speakers for recurring meetings as assigned.
- Represents the organization at outreach or community events by tabling, distributing materials, and communicating program information to attendees.
- Manages inquiries from colleagues, partners, and service providers requiring administrative follow-through or routing to appropriate staff.
- Schedules use of offices and meeting rooms; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, supplies, and audio-visual equipment.
- Provides meeting support with responsibility to post agendas and schedules; processes registrations; attends, takes, transcribes, and properly distributes minutes, notes, or other documentation of actions as requested.
- Retrieves, duplicates, scans, distributes, and files a variety of operational, financial, and project records, invoices, and documents; retrieves requested files; creates and maintains physical and electronic files; maintains up-to-date file lists, indexing, and cross-referencing; assists with document retention and destruction in accordance with policy requirements.
- Upon request, may pick up or deliver documents and or packages as needed.
- Coordinates, makes, processes, and confirms transportation and accommodation arrangements for staff; checks and processes expense claims.
- Serves as back up to other support positions and assists others with a variety of support assignments or special projects on an as needed basis.

- Uses discretion in communicating with others.
- Performs related duties as assigned.

Functional Assignment Areas

Depending on assignment, an Administrative Assistant may also perform program-specific or governance-related duties, including but not limited to:

Governance & Board Administration Support (as assigned)

- Coordinates full-cycle preparation and administration of Board of Directors, Steering Committee, and Legislative Briefing meetings, including agenda assembly, accuracy review, and document posting.
- Ensures Brown Act compliance by preparing and posting notices, coordinating affidavits of posting with city clerks, and tracking required timelines.
- Confirms quorum with elected officials and presenters and adjusts meeting flow to support compliance and operational needs.
- Coordinates logistics such as room setup, catering, audiovisual needs, virtual access, and sign-in procedures.
- Provides real-time meeting support, including monitoring chat activity, managing public comment submissions, and assisting Board members during virtual or hybrid meetings.
- Finalizes and distributes minutes; posts meeting materials and recordings to the website, SharePoint, and YouTube; and tracks follow-up items.
- Maintains governance-related records consistent with retention requirements and updates Board membership information on agency platforms.
- Monitors and sends reminders for Form 700 compliance through the Los Angeles County electronic filing portal; assists with election notices for positions outside of SBCCOG.
- Represents the agency at City Clerk quarterly meetings and supports special governance-related events.
- Manages calendars as requested for the Executive Director and Board Chair, ensuring meetings are coordinated efficiently and aligned with governance timelines

Classification

The position is non-exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

High school graduation or GED equivalent and one (1) year of related experience.

Knowledge of

Modern office administrative practices, procedures, and equipment; principles of effective customer service and professional communication; recordkeeping, filing, document retention, and information-tracking systems; basic accounts payable and receivable procedures and invoice processing; Microsoft Office Suite, SharePoint, Constant Contact, Canva, and related software platforms; basic data maintenance and verification methods; meeting coordination and event

logistics; office management and facility support practices; and basic website and social media updating for routine communication needs.

Skill to

Manage multiple tasks and deadlines in a fast-paced environment; compose, format, and review documents with accuracy; deliver courteous and professional customer service; operate and troubleshoot basic office technology and equipment; perform accurate and efficient data entry; organize and prioritize work amid shifting demands; coordinate logistics, vendors, and meeting arrangements; prepare outreach materials and simple visual content; and maintain confidentiality, discretion, and sound judgment.

Ability to

Work independently on routine assignments while seeking guidance on non-routine matters; interpret and follow oral and written instructions; prepare accurate records, lists, summaries, and correspondence; interact effectively with board members, internal and city staff, partners, volunteers, and the public; coordinate logistics and manage administrative workflows; learn and use new technology tools; maintain professionalism, discretion, and reliability; support multiple staff members with differing needs and priorities; and assist with outreach functions and occasional event participation.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
ADMINISTRATIVE MANAGER**

Job Summary

Under minimal direction, this management level position oversees key legislative and administrative functions for the SBCCOG. The position supports human resources and office operations, including onboarding coordination and compliance tracking, and oversees information technology hardware procurement and services. Provides daily direction and supervision over administrative staff, assists with budgets, request for proposals/quotes, and contract processing, and serves as a primary contact for Board-related inquiries. As assigned, this role may manage programs, including reviewing city project applications, preparing funding recommendations, and coordinating with other government and member agencies. Leads major special projects and develops the annual General Assembly program and event logistics.

Distinguishing Characteristics

This management level classification is responsible for leading complex program, legislative, and administrative functions, including human resources and information technology functions for the SBCCOG.

The Administrative Manager is distinguished from the next higher classification of Deputy Executive Director in that this class is responsible for program design and delivery, staff management, and cultivating relationships with agency and partner organizations and serves as the Executive Director in their absence.

Essential Job Functions, Duties, and Responsibilities

- Manages and serves as primary contact on a variety of complex programs, contracts, and initiatives.
- Performs a wide range of program management and operational support duties, including coordinating project activities, managing scopes of work, and ensuring alignment with organizational goals.
- Oversees and conducts request for proposals/quotes and procurement processes.
- Coordinates and negotiates contracts and grants, including drafting scopes of work and applications and prepares invoices.
- Develops and maintains relationships with member agencies, chambers of commerce, resident groups, partners, legislative offices, and community organizations.
- Directs and conducts research, field work, workshops, outreach activities, and information-gathering efforts.
- Tracks and monitors program activities, project progress, legislative developments, contract performance, and compliance requirements.
- Manages office space lease and ongoing facility requests
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.

- Leads development of the annual General Assembly, including program content, speaker coordination, logistics, staffing assignments, and event execution.
- Oversees a variety of HR-related activities such as onboarding coordination, training compliance tracking, and assisting with HR policy updates.
- Oversees IT hardware procurement, maintains computer inventory, coordinates with IT consultants on system upgrades, and provides front-line technical support.
- Prepares program budget and ensures that expenditures are consistent with contracts, grants, and organizational requirements; reviews and/or prepares invoices.
- Collects and analyzes data and incorporates data in plans and strategies for multiple projects
- Assists in the management of staff work, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Articulates key elements of programs and activities and may represent the organization to the community, media, legislators, agencies, and community organizations.
- Prepares reports and recommendations for agenda items.
- Assists and advises member organizations in developing plans, projects, and strategies.
- Works with and manages contractors and consultants.
- Develops program management and quality control systems.
- Monitors and follows legislation and regulations related to assigned areas and makes recommendations on legislative positions.
- Monitors and reports on regional and State regulatory requirements and trends, research and case law related to programs.
- Implements and maintains Federal, State, and local mandates.
- Uses discretion in communicating with others.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

Bachelor's Degree required plus three (3) years or more professional experience in the public sector, grant-funded programs, or not-for-profits in technology, transportation, communications, public policy, human resources, public administration, or related field and two (2) years of progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, and systems and procedures. One year of supervisory experience is desirable.

Knowledge of

Program and project management principles across program areas such as transportation, environmental, and social services along with legislative and administrative functions; public sector structures, decision-making processes, and intergovernmental operations; legislative processes and bill-tracking methods; budgeting practices and contract administration fundamentals; research and data analysis methods; onboarding and HR support processes; IT hardware procurement basics, inventory management, and basic troubleshooting; principles of supervising and leading staff, volunteers, contractors, and interns; effective communication practices; applicable state and federal regulations related to assigned program areas. Knowledge of Measure R/M funding rules and transportation program requirements is desirable.

Skill to

Manage multiple programs, projects, and administrative functions concurrently; interpret and apply legislative information, funding rules, contract terms, and organizational policies; prepare staff reports, recommendations, invoices, correspondence, and agenda materials; analyze data and translate findings into recommendations or program strategies; may work within assigned program areas and on SBCCOG projects as directed; draft scopes of work, conduct request for proposals/quotes processes, support procurement steps, and assist with contract execution; communicate effectively with staff, member agencies, consultants, and Board members; exercise judgment in handling inquiries and sensitive matters; coordinate onboarding tasks, compliance tracking, and day-to-day administrative processes; supervise, train, guide, and review work of staff, volunteers, and project support personnel; plan and coordinate large-scale events, including content development, speaker coordination, and logistics; use computers, databases, spreadsheets, and communication platforms for program tracking; troubleshoot routine IT issues and coordinate with consultants as needed.

Ability to

Plan, organize, and manage complex administrative and legislative programs; evaluate city project submissions and prepare accurate funding recommendations; monitor legislation, interpret implications, and recommend positions consistent with Board priorities; establish effective working relationships with member agencies, consultants, Board members, and community partners; conduct research, gather information, and integrate findings into reports or planning documents; manage multiple deadlines, shifting priorities, and cyclical program demands; provide clear direction to staff, volunteers, contractors, and interns; maintain accuracy when preparing budgets, tracking expenditures, and reviewing contract documents; exercise discretion and sound professional judgment in communications; coordinate onboarding activities, support HR processes, and maintain compliance tracking; lead planning and execution of major events and special projects; identify operational needs and recommend improvements in administrative processes; work independently with initiative and accountability.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
ANALYST/SENIOR ANALYST

Job Summary

Under general direction, performs professional-level data analysis, reporting, and data systems support to inform organizational programs, operations, and strategic decision-making. This classification is responsible for implementing and maintaining data systems and analytics platforms; developing and managing program data; conducting qualitative and quantitative analyses; and translating complex data into actionable insights for executives, program leadership, and external stakeholders. This classification exercises independent judgment within established objectives and priorities and works collaboratively with program staff, vendors, and partners to support data-driven policy, programmatic, and operational decisions. Analysts perform the full range of professional data analysis duties with increasing independence and complexity.

Distinguishing Characteristics

The Analyst/Senior Analyst is a combined journey/advanced-journey classification. Incumbents perform the full range of professional data analysis duties with increasing independence and complexity.

Analyst

The Analyst is the journey-level classification and is responsible for performing the full range of assigned analytical, reporting, and data support duties using established methods, tools, and procedures, working under general direction and receiving assistance on more complex or unusual assignments.

Senior Analyst

The Senior Analyst is the advanced-journey classification and is distinguished by responsibility for independently leading complex analytical initiatives, serving as a subject matter expert, and providing functional guidance, technical direction, and training to staff and stakeholders. Incumbents at this level exercise a higher degree of independent judgment in the design, interpretation, and communication of analytical work products.

The Analyst/Senior Analyst classification is distinguished from project coordination and project management classifications by its primary responsibility for data systems, analytics, and technical reporting, rather than overall program ownership.

Essential Job Functions, Duties, and Responsibilities

- Implements and maintains data systems in collaboration with external vendors; designs, configures, tests, and optimizes databases, data warehouses, and analytics platforms to support program operations and reporting.
- Develops and maintains a comprehensive inventory of program data needs in collaboration with program staff.
- Establishes data standards, documentation, and workflows to ensure data consistency, usability, and integrity.
- Collects, cleans, verifies, enters, and maintains operational and program data.

- Conducts advanced statistical and analytical work using tools such as Excel, Access, SQL, Software-as-a-Service (SaaS) databases, and business intelligence platforms.
- Compiles and organizes information by grouping or categorizing data (e.g., tables, spreadsheets, datasets) to facilitate program delivery and decision-making.
- Develops and maintains dashboards, automated reports, and data visualization tools for internal and external audiences.
- Applies qualitative and quantitative analytical methods to identify issues, summarize findings, and draw fact-based conclusions.
- Works closely with program staff to interpret analytical results, understand operational implications, and ensure findings are actionable.
- Interprets complex data findings and prepares clear, data-driven recommendations for executives, elected officials, and program leadership.
- Supports data-informed policy development, program evaluation, performance measurement, and operational planning.
- Trains staff in data entry procedures, reporting tools, dashboards, and best practices for data quality and workflow improvement.
- Collaborates with external vendors to troubleshoot system issues, optimize data workflows, and ensure system performance.
- Responds to ad hoc data requests and supports grant reporting, compliance monitoring, and performance tracking.
- Prepares technical documentation, analytical summaries, and presentations.
- Exercises discretion and independent judgment in data interpretation, system support, and communication of findings.
- Attends meetings, trainings, and conferences related to data analytics and reporting.
- Performs related duties as assigned.

Classification

This position is exempt under the Fair Labor Standards Act.

Minimum Qualifications

Education & Experience

A Bachelor's degree in data analytics, statistics, information systems, public administration, economics, computer science, or a closely related field and:

- **Analyst:** Two (2) years of professional experience performing data analysis, reporting, and data management functions.
- **Senior Analyst:** Three (3) years of progressively responsible professional experience performing advanced data analysis, reporting, and data systems support, including responsibility for complex datasets, dashboards, or analytics platforms.

Experience in the public sector, regional government, or multi-jurisdictional environment is desirable.

Knowledge of

Principles and practices of data analysis and statistics; database concepts, data warehousing, and analytics platforms; business intelligence and data visualization tools; qualitative and quantitative

research methods; data quality assurance and governance practices; performance measurement and reporting; public-sector data reporting requirements; grant and compliance reporting support; methods for translating technical data into actionable insights; and effective written and oral communication techniques.

Skill to

Design, configure, and maintain databases and analytics tools; analyze and interpret complex datasets; develop dashboards, automated reports, and data visualizations; apply statistical and analytical techniques; prepare clear technical and non-technical reports; train users on data tools and best practices; manage multiple analytical projects; collaborate with vendors and stakeholders; and use analytical, database, and productivity software effectively.

Ability to

Work independently on complex analytical assignments; exercise sound judgment; synthesize large volumes of information; communicate complex data findings clearly to technical and non-technical audiences; support data-driven decision-making; maintain data accuracy, confidentiality, and integrity; adapt to changing priorities; and establish effective working relationships.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

DEPARTMENT DIRECTOR

Job Summary

Under minimal direction, this senior management-level position exercises a high degree of independent judgement and decision-making authority in the development and management of strategies, standards, processes, and initiatives for implementation of complex programs, activities, and events. The position is responsible for overseeing multiple programs of broad scope and significant organizational and regional impact related to the environment, transportation, planning, housing, social services, technology, or related regional initiatives. Maintains continuing relations with partners, agencies, and legislators in all matters concerning the administration of programs. Manages supervisory and technical staff and implements basic employee performance management standards and practices.

Distinguishing Characteristics

This senior management-level classification is responsible for overseeing the largest and most complex programs for SBCCOG.

The Department Director is distinguished from the Department Manager by their additional responsibility for managing and developing strategies for program development and enhancements and oversight of complex and high-value contractual agreements. It is further distinguished from the Deputy Executive Director in that the latter has broad executive level management responsibility for numerous functional areas of SBCCOG, provides agency-wide leadership, and serves as the Executive Director in their absence.

Essential Job Functions, Duties, and Responsibilities

- Oversees and manages a variety of complex programs, contracts, related administrative functions, and initiatives such as climate action and adaption planning, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternative fuel vehicles, homeless services, senior services, broadband network expansion and applications, transportation, planning, and housing from planning through completion, ensuring continuity of operations and alignment with regional priorities.
- Builds and sustains effective relationships with stakeholders, including member cities, agencies, contractors, and community groups; represents the organization in high-level meetings, public forums, and external committees, articulating key elements of programs and activities.
- Conducts research, workshops, and outreach activities to support program development and implementation; develops and coordinates program related training for staff and stakeholders; responds to program related inquiries and attends or chairs committee, City Council, commission, or public workshops and related meetings.
- Develops, implements, evaluates, and advances strategic plans, program plans, policies, program frameworks, and procedures, including South Bay sub-region plans, projects, and strategies, scopes of work, deliverables, and performance expectations, ensuring

alignment across member cities and coordination with senior leadership and partner agencies to achieve annual goals and objectives.

- Oversees data collection, analysis, and reporting to monitor performance, evaluate outcomes, and inform decision making; prepare reports, track activities, and make recommendations to executive management.
- Prepares and administers program budgets, grants, and procurement materials including requests for proposals/quotes (RFP/FRQ) to ensure expenditures align with contracts and organizational requirements and negotiates and drafts complex contracts and scopes of work.
- Manages the work of staff, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Develops and implements communication strategies and marketing plans and supports and may direct overall communication efforts, including developing or contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc. and distributes information; communicates with Board on program highlights, achievements, and issues.
- Develops and ensures implementation of project management and quality control systems.
- Monitors, follows, and advises on legislation and regulations related to assigned areas; implements and maintains Federal, State, and local mandates.
- Responds to and resolves difficult and sensitive issues; uses discretion in communicating with others.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

Bachelor's Degree required plus five (5) years of professional experience, with at least two (2) years of management or supervisory experience in the public sector, grant-funded programs, or not-for-profits in the environmental, energy, housing, homeless services, social services, technology, transportation, planning, communications, public policy, or public administration or field, and three (3) years of progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, and systems and procedures.

Knowledge of

Principles, practices, and regulatory requirements related to program development and administration across multiple policy areas; organizational and regional planning processes; contract development, scope creation, and procurement standards; methods for developing and evaluating program plans, budgets, performance measures, and work standards; relationship building strategies for working with government agencies, elected officials, community groups, and partner organizations; research methods, outreach practices, and public engagement techniques; data collection and analysis methodologies; principles of supervision, training, and performance management; applicable federal, state, and local laws, regulations, and mandates; communication and marketing methods, including content development for public facing materials; standard office technologies, project management tools, and software applications appropriate to program administration.

Skill to

Manage complex, multi-stakeholder programs and initiatives; develop scopes of work, RFPs, RFQs, and project documentation; negotiate complex contracts, scopes of work, and budget modifications; skill in conducting detailed financial analysis and developing budget proposals; analyze funding proposals and preparing well-supported recommendations; coordinate cross-jurisdictional projects and facilitating collaborative groups; draft clear reports, briefing materials, and agenda items; interpret legislation, policies, and regulatory guidance; track budgets, review expenditures, and monitor contract compliance; lead teams, assign work, evaluate performance, and resolve operational issues; conduct research, field work, workshops, and outreach; prepare communication materials, including presentations and written content for diverse audiences; represent the organization effectively in meetings with elected officials, partner agencies, and community stakeholders.

Ability to

Plan, organize, and implement complex programs from concept through completion; build and sustain effective relationships with member cities, agencies, contractors, and community groups; coordinate activities across multiple functional areas and manage competing priorities; analyze data, identify trends, and apply findings to program planning and decision-making; prepare and administer budgets and ensure expenditures align with organizational requirements; exercise sound judgment and discretion when addressing sensitive issues; communicate clearly and persuasively in public settings; lead committees and working groups to achieve collaborative outcomes; recruit, train, and guide staff and contractors; develop and implement policies, procedures, and operational systems; respond to inquiries and represent the organization in public meetings; and adapt to evolving mandates, legislative changes, and regional priorities.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
DEPARTMENT MANAGER

Job Summary

Under minimal direction, this management level classification is responsible for the development of strategies, standards, and processes for implementation of projects, activities, events, workshops, and training related to the environment, social services, technology, transportation, planning, and housing. Also engages with partners, agencies, legislators, and public. This position also exercises direct supervision over professional, technical, and administrative staff and manages consultants and contractors.

Distinguishing Characteristics

This management level classification is responsible for leading complex, programs and initiatives across areas such as environment, social services, housing, transportation, technology, and regional planning.

This classification is distinguished from the next higher classification of Department Director by its additional responsibility for exercising greater autonomy and decision-making and coordinating multiple projects or programs having a wider scope and greater impact and exposure.

Essential Job Functions, Duties, and Responsibilities

- Manages and serves as primary contact on a variety of complex programs, contracts, and initiatives for SBCCOG's various work program disciplines.
- Provides strategic planning support by interpreting broad organizational directives, establishing priorities, and aligning programs with regional and organizational goals.
- Drafts, negotiates, and manages complex contracts, grants, and scopes of work; prepares related applications and invoices; and oversees contract modifications requiring advanced analysis, coordination, and compliance review. Prepares, develops, and negotiates complex, multi-source program budgets; ensures expenditures align with contracts, grants, and organizational requirements; prepares budget proposals and reviews invoices; coordinates budget modifications with external partners; monitors spending; and recommends financial adjustments. Collects and analyzes data and incorporates data in plans and strategies for multiple projects.
- Assists in the management of staff work, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Develops communication strategies and marketing plans and supports communication efforts including developing or contributing to content for website, newsletters, press

releases, articles, social media, flyers, videos, etc., and distributes information. May direct overall communication efforts.

- Articulates key elements of programs and activities and may represent the organization to the community, media, legislators, agencies, and community organizations.
- Represents the organization in high level meetings with executives, elected officials, partner agencies, and regional bodies; prepares briefings and offers policy and program recommendations.
- Conducts legislative and regulatory analysis, interprets emerging requirements, and provides guidance and recommendations for organizational policy or program adjustments.
- Prepares reports and recommendations for agenda items.
- Carries out speaking and training engagements.
- Assists and advises member organizations in developing plans, projects, and strategies.
- Works with and manages contractors and consultants.
- Contributes to the development of South Bay sub-region plans, projects, and strategies.
- Responds to program related inquiries and attends or chairs committee, City Council, commission or public workshops and related meetings.
- Coordinates multi-jurisdictional work efforts across numerous agencies, facilitates collaborative meetings and cross-agency workgroups, and provides technical and strategic guidance to partner organizations.
- Develops program management and quality control systems.
- Monitors and follows legislation and regulations related to assigned areas.
- Monitors and reports on regional and State regulatory requirements and trends, research and case law related to programs.
- Implements and maintains Federal, State, and local mandates.
- Exercises a high level of independent judgment in resolving operational issues, determining work priorities, allocating resources, and shaping recommendations that influence organizational decisions.
- Leads responses to urgent or sensitive issues, assesses immediate needs, and coordinates with internal and external partners to implement timely solutions. Works with contractors and consultants.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Uses discretion in communicating with others.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications***Education and Experience***

Bachelor's Degree required plus three (3) years or more professional experience in the public sector, grant-funded programs, or not-for-profits in the environmental, energy, housing, homeless services, social services, technology, transportation, planning, communications, public policy, public administration, or related field, and two (2) years of progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, and systems and procedures. One year of supervisory experience is desirable.

Knowledge of

Multi-jurisdictional program coordination practices in the areas of environment, social services, technology, and transportation; advanced contract development, negotiation, and compliance requirements; multi-source budgeting methods and external funding mechanisms; legislative and regulatory analysis techniques; regional planning principles and interagency collaboration frameworks; quality-control and program evaluation methods; strategic planning concepts and policy interpretation; stakeholder engagement practices at the executive and elected-official level; standard office technologies, project management tools, and software applications appropriate to program administration.

Skill to

Negotiate complex contracts, scopes of work, and budget modifications; conduct detailed financial analysis and develop budget proposals; interpret legislation and translate emerging requirements into operational practice; prepare high-level policy briefings and recommendations; resolve sensitive or urgent issues using sound judgment; lead multi-agency workgroups and facilitating collaborative decision-making; communicate with diverse stakeholders, including executives, elected officials, and regional partners; skill in developing strategic solutions to cross-jurisdictional challenges.

Ability to

Exercise a high level of independent judgment in shaping program direction; lead responses to time-sensitive operational issues; establish and maintain strong working relationships across multiple jurisdictions; interpret broad organizational directives and translate them into actionable priorities; guide staff development and address performance issues effectively; manage complex political and organizational environments; synthesize data, policy, and operational information into coherent strategies; coordinate large scale initiatives involving numerous agencies and stakeholders.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
DEPUTY EXECUTIVE DIRECTOR

Job Summary

Under administrative direction, this senior executive level position is responsible for program design and delivery, managing and motivating staff, and cultivating collaborative relationships with agency and partner organizations. This position, depending on the specific needs of SBCCOG at the time of hire, will oversee a variety of programs, which may include housing and homeless services, transportation, climate action planning, water conservation programs, energy efficiency programs, Green Business Program, biodiversity/open space initiatives, or other SBCCOG programs. In addition, this position has direct oversight of communications staff and communications strategy, including public outreach messaging and agency-wide communication planning. Additionally, this position serves as the backup to the Executive Director in their absence.

Distinguishing Characteristics

This senior executive level classification is responsible for program design and delivery, staff management, and cultivating relationships with agency and partner organizations.

The Deputy Executive Director is distinguished from the Executive Director in that the latter serves at the will of the Governing Board and performs highly responsible and complex administrative support to the Governing Board, Steering Committee, and Ad hoc and Technical Advisory Committees and manages politically sensitive, confidential, and complex assignments or programs having a wider scope and greater impact and exposure.

Essential Job Functions, Duties, and Responsibilities

- Through subordinates, directs and implements projects and programs that promote and advance the mission, vision, guiding principles, and strategic plan organizational goals.
- May be responsible for direct oversight of specific programs or focus areas such as transportation, social services, homeless services, environmental, and technology initiatives and programs (South Bay Environmental Services Center).
- Serves as a key member of the senior staff and provides advice and assistance to the Executive Director.
- Interacts with Board Members, elected officials, partner representatives, legislators, and other external stakeholders to represent the agency and advance organizational objectives.
- Leads and participates in organizational strategic planning activities, including shaping long-term program direction and agency priorities.
- Plans, organizes, manages, integrates, and evaluates the work of assigned staff; with staff, develops, implements, and monitors projects, programs, and initiatives to achieve assigned objectives; plans, directs and communicates contract administration work requirements and schedules to appropriate support staff to ensure that adequate support is provided.
- Develops, manages, and implements agency-wide and partnership programs and services.

- Provides strategic leadership for program funding, including identifying new grant opportunities, developing narratives, and reviewing staff developed budgets and metrics.
- Establishes policies and operational rules for the agency's shared office environment and drop-in workspace in conjunction with the Executive Director.
- Assigns staff across multiple programs and projects based on organizational need, with autonomy to implement staffing changes and workload redistribution.
- Provides leadership in organizational development, including aligning staff resources, refining internal processes, and supporting agency growth.
- Selects, trains, and evaluates work products, methods, and procedures used by subordinate staff; establishes performance requirements and professional development targets; monitors staff performance and provides training, coaching, and mentoring for performance improvement; implements progressive discipline to address performance deficiencies in accordance with the personnel policies.
- Assists in the development of the annual budget and monitors performance.
- Researches grant programs and assists with grant applications; oversees staff in the development of grant budgets, metrics, and grant tracking and reporting systems. Ensures appropriate reporting and compliance for all contracts and grants, including corrective action and oversight of performance metrics.
- Oversees development of procedures for and performs a variety of professional duties in support of the human resource function including employee recruitment, selection, and onboarding; and provides employee assistance to resolve personnel related issues.
- Updates and maintains a variety of policy and procedure manuals.
- Maintains administrative oversight of the identification and prioritization of organizational needs, issues, and usage of resources.
- Approves plans, research, analysis, findings, staff reports, and policies and presents recommendations.
- Monitors and analyzes policy, legislation, and regulatory activities at the local, state, and federal level as directed by the Executive Director.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Acts on behalf of Executive Director in their absence.
- Uses discretion in communicating with others.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

Bachelor's degree is required along with a minimum of six (6) years of responsible managerial and administrative experience in related programs, local government, public administration, or a related field.

Knowledge of

Principles and practices of public administration and local government as well as experience in managing, motivating, and developing employees; diverse range of environmental, transportation, technology, social services, or related to current work programs of the SBCCOG at the time of hire, which may include environmental and sustainability program areas, including energy efficiency; water conservation programs; climate action planning, including local climate action plans; and biodiversity, habitat, and open space planning; green business program implementation and standards; grant administration specific to environmental and utility funded programs, including grant budgets, metrics, deliverables, and reporting systems; marketing, communication, and outreach strategies for transportation and environmental programs; legislation and policy processes as they relate to program development and agency advocacy; office operations and systems, including internal processes and procedures necessary to run SBCCOG office effectively.

Skills to

In coordination with the Executive Director, communicates complex program, policy, or technical information clearly to staff, partners, officials, and the public; oversee program development from concept through evaluation to ensure successful outcomes; manage personnel functions, including coaching, mentoring, performance management, and corrective action; develop and implement policies and procedures for consistent operations and effective office systems; coordinate multiple programs, contracts, and projects while meeting deadlines and compliance requirements; analyze legislation, policy, budgets, and data to inform strategic decisions and planning; build collaborative relationships with officials, partners, agencies, and stakeholders; facilitate teamwork and allocate staff resources based on organizational priorities; review and evaluate work products, grant narratives, budgets, and technical documents for accuracy and alignment with goals; represent the agency professionally in meetings, presentations, and public forums.

Ability to

Provide leadership across multiple program areas, setting priorities and reallocating staff resources with independent judgment; build and maintain effective relationships with Board members, elected officials, partner agencies, utility providers, community organizations, and stakeholders; interpret and apply complex contract language, grant requirements, legislation, and regulatory guidance to ensure program compliance and successful delivery; develop and implement organizational policies, procedures, and operational systems to improve workflow and coordination; analyze operational issues, identify problems, and develop strategic solutions that support agency goals and long-term planning; communicate clearly and persuasively in writing and verbally with diverse audiences; represent the Executive Director and organization in high-level meetings, negotiations, and public settings with professionalism; oversee grant and contract reporting, ensuring accuracy, timely submission, and adherence to requirements; manage multiple concurrent programs and deadlines in a fast paced, grant funded environment; exercise sound judgment, confidentiality, and discretion with sensitive matters; adapt to evolving program needs, organizational changes, and new funding opportunities while maintaining operational continuity.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
EXECUTIVE DIRECTOR**

Job Summary

Under policy direction, the Executive Director is a single-incumbent position that serves at the will of the Governing Board. The incumbent performs highly responsible and complex administrative support to the Governing Board, Steering Committee, Trusts as assigned, and Ad hoc and Technical Advisory Committees and manages politically sensitive, confidential, and complex assignments. The Executive Director is accountable for developing, implementing, and executing plans, policies, budgets, and strategies to accomplish the organization's mission, vision, guiding principles, and strategic plan. The incumbent operates within broad general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of resources.

Distinguishing Characteristics

The Executive Director is the Senior Executive level classification that reports to and serves at the will of the Governing Board. This position is responsible for developing, implementing, and executing the plans, policies, budgets and strategies to accomplish the organization's mission, vision, guiding principles, and strategic plan.

Essential Job Functions, Duties, and Responsibilities

- Plans, organizes, controls, integrates, and evaluates the work of all staff to ensure operations and services comply with the policies and strategic direction set by the Governing Board and with all applicable laws and regulations; participates in developing and implementing organizational goals, objectives, policies, and priorities; enforces and administers the provisions of the By-Laws and Joint Powers Agreement.
- Provides leadership and over program initiatives, including coordination with regional partners and integration of new program areas.
- Reviews and approves outgoing communications, including board reports, letters, presentations, and public-facing materials, to ensure accuracy, clarity, and consistency.
- Ensures consistent internal communication across program areas; facilitates collaboration, information sharing, and alignment among staff to maintain organizational coherence.
- Facilitates and participates in ongoing city staff working groups (e.g., city managers, community development directors, economic development directors, and parks and recreation directors) to gather feedback and align program activities with member agency needs.
- Provides direct leadership and guidance in all work program areas.
- Leads and supports long range succession planning activities to ensure continuity of leadership and organizational resilience.
- Identifies, evaluates, and initiates pursuit of new grant opportunities and funding sources; makes independent decisions to apply for or pursue grants within delegated authority.

- Participates in and contributes to monthly spend rate and contract oversight meetings to monitor financial performance, grant compliance, contract obligations, and program progress.
- Responds to inquiries from Board members, city staff, and external partners, providing timely information, clarification, and direction.
- Develops and maintains collaborative relationships with other councils of governments, regional agencies, and partner organizations to strengthen regional coordination and advocacy.
- Monitors regional political, legislative, and policy developments and communicates relevant impacts and context to staff to guide program work.
- Reviews and provides strategic editing and guidance on draft policies, reports, funding proposals, legislative positions, and program materials prepared by staff.
- Plans and conducts legislative briefings and engagement activities with elected officials and legislative staff to inform and advocate for organizational priorities.
- Leads organizational integration efforts as new program areas or departments are added, ensuring operational alignment and effective coordination across the organization.
- Coordinates with legal counsel to ensure that contracts, policies, procedures, and other documents comply with organizational bylaws and Joint Powers Authority as well as local, state, and federal laws.
- Provides leadership and professional staff assistance to the Governing Board and Steering Committee and the senior management team.
- With staff, implements the strategic plans, goals, and objectives; develops and recommends adoption of the strategic plan, program area plans and other long-range business, financing, and resource plans; directs the development and implementation and monitors the accomplishment of short- and long-term plans, goals, and objectives to achieve board and committee priorities and compliance with applicable laws and regulations.
- Directs and evaluates staff performance; establishes performance requirements and professional development targets; regularly monitors staff performance and provides training, coaching, and mentoring for performance improvement; implements the progressive discipline process to address performance deficiencies; performs other staff management activities.
- Directs and oversees the creation and maintenance of comprehensive, effective human resource management and employee relations programs, policies, and systems; directs the improvement of management systems, processes, and measurement techniques to improve operations, and effectiveness.
- Directs and monitors the implementation of adopted budgets; analyzes and recommends for adoption complex funding mechanisms for programs and organization's participation in regional efforts to gain access to or distribute funds; directs and monitors the development, implementation, and evaluation of plans, policies, systems, financial strategies, and procedures to achieve organizational goals.

- Through subordinates, directs, and implements regional planning and programs that promote and advance the mission, goals and objectives of the organization and the sub-region; maintains administrative oversight of the identification and prioritization of regional needs and issues and usage of resources; approves plans, research, analysis and findings, staff reports and policies and presents recommendations to the Governing Board, the Steering Committee Ad hoc and Technical Advisory Committees.
- Directs legislative analysis and advocacy activities; oversees the development of legislative strategy on matters of interest related to agency or member agencies' programs, operations, policies, financing, and other relevant issues; develops funding strategies, proposals, white papers, policy alternatives and strategies; prepares and presents data, reports, and recommendations.
- Represents the organization with local and statewide professional organizations and committees and in meetings with elected officials, leadership, governmental agencies, member agencies, partners, and a regional agencies.
- Serves as chief representative in negotiations and dealings with federal, state, and county agencies, other major community, and professional organizations, elected officials from all levels of government, and business and community leaders; serves as primary spokesperson in dealings with the media, often on difficult, sensitive, and potentially volatile situations.
- Uses discretion in communicating with others.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

Requires a Bachelor's degree in a related field and a minimum of eight (8) years of progressively responsible experience in environmental programs, local government, public administration, transportation, housing, homeless services, broadband, technology, or a related field with at least two (2) of the years in highly responsible managerial and administrative position.

Knowledge of

Principles and practices of public administration and local government; the Brown Act and other laws and regulations, including those governing the conduct of public meetings; diverse range of environmental, transportation, technology, social services, or related programs is highly desired; organizational culture and operational efficiency strategies; communication standards and quality assurance for public facing materials; regional transportation, land use, and broadband/fiber program operations; homeless and housing program frameworks, funding structures, and regional service delivery models; legislative briefing practices and effective elected-official engagement strategies; political and legislative trends affecting member agencies.

Skill to

Communicate effectively both in writing and verbally; manage contracts and projects; manage organizational development; facilitate multi-agency working groups and cross functional collaboration; identify, evaluate, and pursue grants and funding opportunities; write, review, edit, and shape policy documents, reports, and legislative materials; interpret political and legislative developments; conduct spend rate analysis and financial compliance reviews; support succession planning and long-term workforce continuity efforts.

Ability to

Lead, integrate, and coordinate complex program areas; develop, implement, and evaluate strategic plans, policies, budgets, and organizational priorities; monitor political and legislative trends and translate impacts for staff; oversee program integration during organizational restructuring or expansion; maintain strong relationships with regional agencies, councils of governments, member cities, and partners; provide strategic direction on transportation, land use, broadband, housing, and homeless and other work program initiatives; review and approve high-stakes communications for accuracy and consistency; make informed decisions regarding grants and funding opportunities; manage diverse staff, delegate effectively, and support professional development.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
FINANCE ANALYST

Job Summary

Under general direction, this professional-level position performs technical and complex accounting, auditing, budgeting, invoicing, financial reporting, and analytical work in support of the organization's programs and operations. The Finance Analyst manages general ledger functions, grant accounting, forecasting, reconciliations, financial reporting, and supports budget development; coordinates with program managers, granting agencies, and partner organizations to ensure compliance with General Accepted Accounting Principles (GAAP) and funding requirements; provides analytical support, prepares financial statements, and assists with audit preparation. The Finance Analyst may provide training and instruction to lower-level financial, administrative, and accounting staff; participates in policy, procedural, and process improvements; may serve as a back-up in the absence of the Finance Manager.

Distinguishing Characteristics

Under general direction, this position is the professional-level classification responsible for performing the full range of technical and complex accounting, auditing, budgeting, and analytical work.

This classification is distinguished from the next higher classification of Finance Manager in that the latter has overall responsibility for the Finance Function and overall responsibility for planning, organizing, and directing the accounting and finance functions for SBCCOG.

Essential Job Functions, Duties, and Responsibilities

- Performs financial activities consistent with GAAP, including general ledger accounting, accounts payable, accounts receivable, and budget support.
- Compiles and analyzes financial data; prepares journal entries, financial statements, reports, and reconciliations.
- Coordinates grant budgets, prepare invoices, including related reporting, track and reconcile consultant and program expenditures.
- Prepares monthly, quarterly, and annual financial reports for funding agencies.
- Supports audit preparation and financial reporting processes; assists with the annual and mid-year budgets.
- Serves as budget liaison to assigned program and project managers; monitors and forecasts revenues and expenditures.
- Monitors legislation, regulations, and industry practices in assigned program areas; recommends policy and procedural updates.
- Provides training and instruction to staff as requested.
- Develops and maintains positive working relationships with internal staff, agencies, and the public.
- Conducts cash flow monitoring and assist with treasury and banking coordination.

- Reviews and monitors internal control processes and recommend improvements.
- Performs cost allocation analyses and support development of indirect cost rates.
- Reviews financial components of contracts and procurements for funding availability and compliance.
- Monitors non-grant revenue streams, billing accuracy, and reconcile revenue activities.
- Documents financial procedures, workflows, and updates to finance-related practices.
- Supports year-end close activities, including accruals, adjustments, and schedule preparation.
- Assists with financial system reporting, configuration needs, and user testing.
- Attends training, meetings, and conferences.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

A Bachelor's degree in accounting, finance, business administration, or related field, and at least three (3) years of increasingly responsible professional accounting experience, preferably in local government. Experience with grant-funded programs is desirable.

Knowledge of

Municipal and fund accounting principles and practices consistent with GAAP; governmental budgeting methods, financial reporting requirements, and audit procedures; general ledger structure and accounting cycles; accounts payable and accounts receivable processes; grant accounting requirements, reimbursement rules, and invoicing standards; budget schedules and documentation requirements; internal control practices; reconciliation methods; procurement and contract processes; audit procedures; ethical standards and confidentiality requirements.

Skill to

Perform complex professional accounting work and make appropriate and effective recommendations; prepare journal entries, reconciliations, financial statements, and reports; prepare grant and funding reports; develop grant budgets and reimbursement requests; interpret funding requirements; identify discrepancies and recommend corrective actions; coordinate with program managers, granting agencies, auditors, and staff; manage multiple deadlines; use accounting software and spreadsheets effectively; establish and maintain effective working relationships with others.

Ability to

Perform complex mathematical calculations and financial analyses accurately and timely; apply GAAP and governmental accounting standards; assist in the development of and monitor budgets; prepare accurate audit and budget documentation; identify and implement process improvements;

communicate clearly in written and verbal form; organize work and meet deadlines; exercise discretion and sound judgment; work collaboratively and independently; build cooperative relationships.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
FINANCE MANAGER

Job Summary

Under minimal direction, this management level position responsible for planning, organizing, and directing the accounting and finance functions of the SBCCOG, including budgeting, overseeing audits, contract management, grant billing, accounts payable, payroll, health benefits and retirement administration, managing PTO accruals, risk management, and treasury services.

Distinguishing Characteristics

This management level classification is responsible for managing, directing, and overseeing all accounting and finance functions for the SBCCOG, including managing the work of lower level finance staff.

The Finance Manager is distinguished from the next higher classification of Deputy Executive Director in that this class is responsible for program design and delivery for multiple program areas throughout SBCCOG, broad staff management, and cultivating relationships with agency and partner organizations, and serves as the Executive Director in their absence.

Essential Job Functions, Duties, and Responsibilities

- Manages and directs the budget and mid-year budget, including revenue forecasting; supports the Executive Director in presentation of the budget to the Board of Directors and other committees and working groups as needed.
- Prepares, reviews, analyzes, balances, and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles, and practices; identifies and resolves problems; reviews bank reconciliations for accuracy; prepares financial statements and disclosures; and compiles and reports to the Board of Directors on various financial reports, supporting schedules, and working papers.
- Generates and submits for review grant reimbursement invoices consistent with mandated grant agreement requirements; and prepares accounts receivable aging reports.
- Maintains accounting records of revenues, expenditures, and special funds; prepares analyses, spreadsheets, schedules, journal entries, and reconciliations to produce accurate financial reports; monitors and prepares reports on revenue funds; and performs routine fund and project cost analysis; prepares bank deposits, reviews bank transactions, and updates the general ledger with bank activity.
- Develops, reviews, evaluates, updates, generates and/or distributes specialized accounting records, financial reports and spreadsheets; reviews, compiles, calculates and analyzes technical data and information from a variety of sources; identifies discrepancies, resolves issues and/or notifies appropriate sources and ensures issues are resolved; distributes reports in a timely manner; conducts expenditure analyses and reports to

Executive Director monthly on spend rate; and researches variances and discrepancies; and prepares correcting journal entries

- Reviews and processes general vendor invoices, including adding transaction codes, obtaining signature approvals and supporting documentation, and tracking accounts payable; prepares journal entries for non-automated transactions; as directed, initiates automated clearing house (ACH) and coordinates with Treasurer for wire transfers to expedite invoice payments; deposits funds in accounts; prepares check payments for mailing and/or disburses checks for delivery; and obtains signatures as needed for proof of delivery.
- Reconciles payroll and payroll deductions and the payment of payroll taxes, vendor accounts and retirement benefits; verifies correct pay rates and adequacy of leave time; manages PTO accruals; calculates overtime; and inputs withholding exemptions, employee/employer deductions and pay rate changes.
- Prepares, generates, and issues 1099s to vendors and W-2 forms for employees.
- Responds to inquiries and requests from outside auditors; and provides support documents and analysis reports as requested; initiates and recommends the selection of the auditor.
- Manages finance programs and contracts; coordinates with Project/Program Managers to report on contract requirements, manage budget, and monitor expiration; prepares invoices to Scope of Work requirements and finance reporting for grants; and assists in the preparation and the response to Request for Proposals and Scopes of Work; obtains approval from project managers to pay contractor invoices.
- Assists in the management of finance staff work, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Conducts special investigations and organizational reviews as directed by the Executive Director.
- Provides homeless services, special accounts such as Dominguez, client aid, and SBFN State funds, and other program specific administrative and financial support by reviewing and managing invoices from cities and non-profits; completes original and supplemental invoices and submits to LA County; reimburses cities and non-profit partners via Steering; vets client aid requests; sets up property managers as vendors; logs client aid check payments and issues and tracks checks; tracks various budgets; maintains cash flow; and responds to various requests from team members; oversees and.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Uses discretion in communicating with others.
- Performs other duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications***Education and Experience***

A Bachelor's Degree in finance, accounting, or other related field is required along with at least five (5) years or more professional experience in accounting, finance, and general business in grant-funded programs, public agency, or not-for-profit. One year of supervisory experience is desirable.

Knowledge of

Principles, practices, and terminology of general, fund and governmental accounting including financial statement; preparation and methods of financial control, financial reporting, and grants accounting; generally accepted accounting principles (GAAP); Governmental Accounting Standards Board (GASB), Office of Management and Budget (OMB) circulars and accounting standards and requirements applicable to public agencies, Federal, state, and local laws, regulations and court decisions applicable to financial administration of a public agency and payroll administration; and modern office practices, procedures and equipment including computers and software applications relevant to work performed.

Skill to

Perform complex professional accounting and auditing work and make appropriate and effective recommendations; analyze and evaluate accounting, auditing, and fiscal data, and develop logical conclusions; interpret and apply legal and procedural regulations pertinent to governmental accounting and fiscal operations; prepare and coordinate the preparation of SBCCOG's annual budget in conjunction with executive management and participate in budget administration; manage contracts; supervise and direct lower level staff; communicate effectively both verbally and in written form; understand and follow oral and written instructions; prepare clear and concise reports; perform mathematical calculations quickly and accurately; perform detailed work involving numerical data; operate office equipment used in connection with financial work; establish and maintain effective working relationships with others.

Ability to

Perform complex mathematical calculations and financial analyses accurately and timely; function independently and as part of a team; use Microsoft Office Suite and various accounting software; prepare, review, and reconcile complex financial statements, ledgers, and schedules; interpret and apply GAAP, GASB, and OMB regulations to financial work; identify, investigate, and resolve financial discrepancies across multiple funds and accounts; prepare grant reimbursement invoices, analyze spend rates, and ensure compliance with funding requirements; conduct expenditure analyses, research variances, and prepare correcting journal entries; manage cash flow, special funds, and bank activity, including deposits and wire transfers; prepare and issue 1099s and W-2s accurately and timely in accordance with laws; directly and indirectly supervise the work of lower level staff.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
INTERN

Job Summary

Under close supervision, this intern level position to assist with general programs, projects, research, field work, workshops, marketing, and outreach; assists in the development of reports related to studies, pilot projects, and programs including analyzing, tracking, and monitoring; assists in grant writing; undertakes general program or office support as needed including answering general inquiries; attends meetings, workshops, and off-site events; works with volunteers.

Essential Job Functions, Duties, and Responsibilities

- Assists with studies and pilot projects as part of broader program and project support.
- Aids in the development of reports by compiling information and contributing draft content.
- Performs data entry to support tracking, analysis, and monitoring activities.
- Conducts literature reviews to gather background information and support project research.
- Presents findings from research, field work, and analysis to staff or project teams.
- Assists in preparing grant applications through research, drafting, and assembling supporting materials.
- Conducts data analysis and research.
- Prepares reports.
- Assists with marketing and outreach, develops marketing materials, including developing content, and monitoring and posting on social media channels.
- Assists in event planning and may represent the organization at off-site events.
- Takes photos.
- Posts website content.
- Writes press releases and newsletter articles.
- Attends events, meetings, and workshops and off-site events.
- May provide general office support as needed, including answering general inquiries; preparing for meetings; and taking minutes.
- Works with volunteers.
- Uses discretion in communicating with others.
- Develops and maintains knowledge of programs and activities.
- Demonstrates critical thinking and the use of discretion in communicating with others.
- Performs related duties as assigned.

Classification

This position is part-time Non-Exempt (hourly) under the Fair Labor Standards Act. This is also a limited term position.

Qualifications***Education and Experience***

Graduation from high school or GED equivalent.

Knowledge of

Environmental, transportation, planning, technology, communication, social services, and/or sustainability fields of study; research methods, data collection practices, and basic analytical techniques; literature review practices and the ability to evaluate and summarize source materials; marketing and outreach principles used to support public engagement; social media platforms, content development practices, and digital engagement tools; basic website content posting processes and online formatting; event planning processes, including logistics and coordination considerations; report development practices, including organizing information and preparing written materials for internal, agency and public audiences; general office systems, communication tools, and procedures relevant to supporting meetings and administrative tasks.

Skill to

Write clearly and professionally for reports, newsletters, presentations, and public-facing materials including social media; conduct data analysis and interpret findings accurately; perform browser-based web research efficiently to gather information; use Microsoft Word and Excel proficiently to prepare documents, track information, and support project reporting; develop, monitor, and post social media content that supports outreach goals; create basic marketing materials and event related collateral; coordinate logistics for workshops, meetings, and community events; take clear and usable photographs for program documentation and outreach; communicate effectively in person and in writing with staff, volunteers, and external partners; organize work, manage multiple tasks, and meet deadlines in a dynamic project environment.

Ability to

Function independently and as part of a team to support multiple programs and projects; commit to SBCCOG for the whole length of the internship; present findings clearly in written, visual, or verbal form; exercise discretion, judgment, and professionalism when communicating with staff, volunteers, and external partners; manage shifting priorities and multiple deadlines while maintaining accuracy; represent the organization professionally at meetings, workshops, and off-site events; interact effectively with volunteers and community participants; adapt to a variety of tasks ranging from research and analysis to outreach, events, and administrative support; follow instructions, apply feedback, and contribute to collaborative project goals.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties, and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

PROJECT ASSISTANT

Job Summary

Under general supervision, the Project Assistant is responsible for providing program support services, client coordination, and operational assistance in assigned program areas. Under the direction of the Senior Program Manager or designee, this position performs routine to moderately complex program support activities, including eligibility verification, documentation review, outreach and client communication, data tracking, meeting and event coordination, and administrative and technical assistance to program staff. The position supports client program implementation through direct client service, coordination with external partners, preparation of materials and reports, and maintaining accurate and compliant program records. Work is performed within established guidelines, procedures, and program criteria and requires sound judgment, attention to detail, and effective communication with clients, staff, and partner agencies.

Distinguishing Characteristics

This is the journey-level paraprofessional classification in client program support services, responsible for performing a wide range of administrative, operational, and client coordination duties that support program implementation. This classification is distinguished from the next higher classification of Project Coordinator, which carries responsibility for coordinating full project workflows, supporting project timelines and deliverables, conducting analytical work, preparing project reports, and facilitating stakeholder engagement at a strategic level.

Essential Job Functions, Duties, and Responsibilities

- Supports and coordinates implementation of special programs and projects; conducts studies and surveys.
- Performs data analyses and compiles qualitative, statistical, and financial information; prepares findings, staff reports, and recommendations.
- Maintains accurate records and files; ensures case files meet all funder documentation and compliance standards; identifies and corrects incomplete or missing documents.
- Serves as the primary point of contact for client intake, case initiation and operational inquires; provides information referrals, and assistance to clients and the public regarding program requirements, community resources, and available services.
- Makes judgements on people's situations and whether they fit the guidelines for funding; serves as the first line of approval for the client aid program.
- Assists with the organization and scheduling of meetings; coordinates speakers, prepares agendas, presentations, and meeting packets; disseminates and posts meeting materials.
- Attends meetings, provides administrative support, prepares official minutes, tracks status of action items, and retains records in accordance with the Brown Act requirements.
- Assists with the preparation of and responds to requests for proposals (RFP) and requests for quotes (RFQ).

- Prepares charts, graphics, and illustrations; performs desktop publishing to produce newsletters, brochures, forms, and other publications; writes, edits and designs materials for publications, newsletters, websites, social media, and press releases.
- Supports grant applications; develops grant metrics, tracking, and reporting systems; prepares grant monitoring reports; maintains accurate funding accounts.
- Assists with logistics for events, including coordination with venue staff, participants, vendors, sponsors, and partner agencies.
- Makes presentations at community events and to other organizations, agencies, special interest groups, state, and local governments, elected officials and the public. as assigned
- Responds to program inquiries; work with interns, contractors, consultants, and volunteers.
- Exercises independent judgment for routine cases and escalates complex cases to a supervisor.
- Performs other related duties as assigned.

Classification

The position is non-exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

High school graduation or GED equivalent, and two (2) years performing a wide range of administrative, operational, and client coordination duties.

Knowledge of

Program procedures, eligibility criteria, and compliance requirements; modern office practices and administrative procedures; principles of customer service and professional communication; documentation and case file management standards; basic data entry and tracking methods; confidentiality and information handling practices; community resources and service provider networks; Microsoft Office, SharePoint, web-based applications, and program tracking tools.

Skill to

Review and verify documentation for accuracy and completeness; coordinate client communication and appointments; manage multiple cases and deadlines; prepare program documents, forms, and routine summaries; interact with clients and external partners with tact and professionalism; maintain accurate electronic and physical records; perform data entry and basic tracking; respond to program inquiries; identify issues requiring escalation; and support meetings, workshops, and events.

Ability to

Apply program guidelines to determine eligibility for assistance; communicate effectively with clients, case managers, and partner agencies; organize work and prioritize tasks under time constraints; maintain confidentiality and use sound judgment in sensitive situations; follow

established procedures and seek guidance for nonstandard cases; prepare clear and accurate records; solve routine problems; contribute constructive feedback on program procedures; and support program operations through administrative and logistical tasks.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
PROJECT COORDINATOR

Job Summary

Under general supervision, the Project Coordinator is responsible for coordinating, implementing, and overseeing multiple concurrent programs and projects across assigned functional areas, such as transportation, sustainability, environmental services, water and energy efficiency, community outreach, homeless services, housing, land use/planning, senior services, or related regional initiatives; conducts research and prepares grants.

Distinguishing Characteristics

This is the journey-level classification in the Project Coordinator series. Incumbents perform a broad range of technical and administrative duties coordinating and overseeing program implementation across one or more assigned program areas. Positions at this level independently coordinate routine and moderately complex project activities, prepare supporting documents and reports, interact with partner agencies, and ensure project tasks are completed in alignment with established timelines and procedures. Project Coordinators exercise judgment in organizing work, resolving routine operational issues, and communicating with external partners; however, strategic decisions, policy direction, complex problem-solving, and final approvals are elevated to higher-level staff.

This classification is distinguished from the next higher classification of Senior Project Coordinator in that the Senior Project Coordinator carries responsibility for advanced project coordination, provides lead direction to staff or contractors, oversees complex or multi-jurisdictional projects, and exercises a higher level of independence and authority in planning, organizing, and directing assigned program functions. The Senior Project Coordinator also serves as a subject-matter resource, leads development of project methodologies, and represents the organization in higher-level external coordination, whereas the Project Coordinator focuses on day-to-day project implementation within established frameworks.

Essential Job Functions, Duties, and Responsibilities

Functional Assignment Areas – Depending on assignment, a Project Coordinator may also be assigned to program specific related areas, but not limited to:

Transportation/Mobility

Micromobility, Local Travel Network (LTN), Measure R/M funding, regional transportation coordination

- Coordinate and oversee implementation of Micromobility and Local Travel Network (LTN) projects.
- Serve as the contact to coordinate with cities, LA Metro, Caltrans, and the Port of Los Angeles.
- Coordinate Measure R/M annual project funding calls, including application intake and document review.
- Develop agendas, reports, and minutes for transportation related committees and working groups.
- Perform GIS mapping and technical documentation for assigned program area.

- Monitor LTN budget matrices, grant-funded expenditures, and project documentation; work with cities to advance initiatives and advise on next steps to move initiatives forward.
- Coordinate with senior staff with transportation grant preparation.
- Serve as liaison between SBCCOG and regional transportation partners on routine issues.
- Draft and develop transportation related materials for supervisor review.
- Coordinate stakeholder outreach connected to transportation initiatives.
- Develop outreach materials, reports, timelines, and grant research content.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Coordinate with finance staff to prepare invoices and related reports.
- Review contractor invoice accuracy.

Outreach & Community Engagement

City events, community scheduling, public engagement, volunteer coordination

- Plan, coordinate, and execute community outreach events across 16 cities and the County of Los Angeles portions of the South Bay.
- Serve as the main contact for city staff and community partners for event coordination.
- Independently manage and maintain the event calendar and ensure alignment with program visibility commitments.
- Oversee and coordinate event logistics, including staff assignments, volunteers, materials, and on-site setup.
- Represent SBCCOG at community events, senior centers, fairs, and public activities.
- Monitor and analyze participation metrics and report outcomes to supervisors and partners.
- Perform GIS mapping and technical documentation for assigned program area.
- Provide task/lead direction to support staff and volunteers during events.
- Manage and maintain marketing materials and event documentation needed for partner reporting.
- Develop outreach materials, reports, timelines, and grant research content.
- Coordinate with finance staff to prepare invoices and related reports.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Review contractor invoice accuracy.
- Performs related duties as assigned.

Energy, Water, and Sustainability

Environmental initiatives, energy efficiency, water conservation, waste reduction, audits

- Coordinate and oversee multiple sustainability, energy efficiency, and water conservation projects concurrently.
- Conduct and coordinate on-site audits for government and commercial sites (e.g., waste, organics, energy use).
- Develop and maintain tracking tools for projects such as water conservation, energy programs, or waste diversion.
- Develop outreach materials, reports, timelines, and grant research content.

- Coordinate with cities, partner agencies, and nonprofits involved in sustainability programs.
- Monitor project progress, deliverables, expenditures, and compliance for grant-funded programs.
- Provide subject matter support and guidance in areas such as water conservation and energy efficiency.
- Perform GIS mapping and technical documentation for environmental programs.
- Plan and coordinate events related to sustainability (e.g., Rain Barrel Program, Green Business Program).
- Manage and coordinate contractor activities for field inspections, installations, or site work.
- Serve as an agency point of contact for sustainability questions and activities.
- Coordinate with finance staff to prepare invoices and related reports.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Review contractor invoice accuracy.
- Performs related duties as assigned.

Senior Services / Homeless Support/Housing

- Coordinate with cities, case managers, and nonprofit service providers on senior-focused programs.
- Represent the agency and participate in community meetings or senior-focused outreach activities.
- Coordinate and support integration of senior services into broader outreach or sustainability events when applicable.
- Coordinate and support the annual call for projects with cities.
- Coordinate and coordinate with property owners; advise and support case workers by identifying resources, reporting, and presenting.
- Provide staff support for the homeless task force, transportation, Infrastructure Working Group, and Transit Working Group.
- Coordinate and collaborate with the housing trust as assigned.
- Perform GIS mapping and technical documentation for assigned program area.
- Coordinate with finance staff to prepare invoices and related reports.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Review contractor invoice accuracy.
- Develop outreach materials, reports, timelines, and grant research content.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications***Education and Experience***

Bachelor's degree and one (1) year or more of related experience in administrative analysis and research, business math, community outreach, policy development in related program areas, and/or fiscal administration, or an equivalent combination of education, training, and experience.

Knowledge of

Project coordination principles and practices, including program planning and implementation oversight, stakeholder engagement, and public sector service delivery; regional program areas such as transportation, planning, sustainability, environmental services, water and energy efficiency, homeless services, housing, senior services; methods for conducting research, field work, data collection, and program evaluation; fundamentals of grant development, contract and compliance monitoring, and community outreach; procedures for developing and preparing agendas, minutes, reports, and public communications; techniques for compiling, analyzing, and interpreting qualitative, statistical, operational, and financial data; applicable local, state, and federal regulations related to assigned program areas; modern office practices, business writing standards, document management systems, and the use of Microsoft Office, SharePoint, GIS tools, databases, and related software platforms, as well as basic budgeting, invoice review, and expenditure monitoring as they apply to project support functions.

Skill to

Plan and coordinate project activities, timelines, deliverables, and meetings; conduct field work, audits, surveys, and onsite assessments; compile, organize, and analyze program data to develop clear and concise reports, summaries, and recommendations; prepare agendas, packets, presentations, graphics, correspondence, and outreach materials; maintain and monitor tools, spreadsheets, dashboards, and compliance documents; communicate effectively with city staff, contractors, consultants, partner agencies, and community groups; manage logistics for outreach events and public meetings, exercising discretion in handling sensitive information, providing functional guidance to volunteers or interns, and utilize technical tools such as GIS mapping, survey platforms, and database systems.

Ability to

Work independently within established procedures, exercise sound judgment in daily project coordination, and interpret and apply program rules, funding guidelines, and regulatory requirements; plan, organize, and prioritize multiple tasks while meeting deadlines; build and maintain positive working relationships with internal staff, partner agencies, member cities, contractors, and the public; adapt to changing project needs and priorities across multiple program areas prepare professional written materials such as reports, guides, grant applications, and technical documentation; represent the agency effectively at meetings, workshops, community events, and field activities; monitor and assess project performance and identify issues requiring elevation; learn and apply new subject matter content; maintain attention to detail in data entry, compliance tracking, recordkeeping, and document preparation.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
PROJECT MANAGER

Job Summary

Under general direction, the Project Manager is responsible for independently managing a diverse portfolio of regional projects and initiatives across assigned program areas, including environmental, energy, water, transportation, planning, housing, social services, technology, and areas such as fiber, broadband, and community resilience. Incumbents oversee the full project lifecycle, including planning, implementation, monitoring, contractor oversight, stakeholder engagement, and compliance with complex grant and contractual requirements.

Positions at this level exercise substantial autonomy in determining project strategies, sequencing work, and coordinating resources to ensure that multi-jurisdictional and grant-funded initiatives are completed on time, within scope, and consistent with organizational goals. The incumbent is accountable for project and portfolio-level outcomes, schedules, deliverables, and stakeholder coordination; represents the organization in meetings and regional forums; develops reports and presentations, prepares outreach materials, and maintains collaborative relationships with member agencies, partner organizations, and community groups. The Project Manager may provide direction to interns, volunteers, or entry-level staff to support consistent program delivery.

Distinguishing Characteristics

The Project Manager is the advanced-journey level professional classification. The classification is distinguished from the Senior Project Coordinator by its broader scope of responsibility across multiple projects or initiatives and its emphasis on portfolio coordination and integration. It is distinguished from the next higher classification of Senior Project Manager in that the latter functions at a higher level by leading major regional initiatives, supervising staff, providing organization-wide program leadership, and shaping long range programmatic direction. The Project Manager supports these efforts but does not carry full supervisory responsibility or serve as the primary architect of organizational program frameworks.

Essential Job Functions, Duties, and Responsibilities

- Serves as lead for assigned events, programs or activities, which may include energy, transportation, planning, housing, social services, or technology related programs and initiatives.
- Directs the preparation of reports and makes recommendations on major policy matters regarding the assigned projects.
- Prepares and responds to request for proposals (RFP), request for quotes (RFQ), and selection of contractors.
- Identifies grant and contract opportunities and drafts scopes of work and grant applications.
- Determines day-to-day project approaches, sequencing, resource coordination, and operational practices for multi-year and multi-jurisdictional initiatives.

- Leads efforts to identify and shape program procedures, operational practices, implementation standards, and reporting frameworks.
- Recommends improvements to program models, internal workflows, and organizational service delivery structures.
- Coordinates cross-program integration by aligning activities across functional teams and connecting related project components.
- Supports organizational priorities such as broadband/fiber initiatives and community resilience programming. Coordinates contracts, including issuing task orders, preparation, review, and approval of invoices, and manages budget.
- Supports communication efforts for assigned programs, including contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc. and distributes information.
- Carries out speaking and training engagements and undertakes community and public relations, and assists with media relations activities for assigned areas.
- Develops communication strategies and marketing plans for assigned areas.
- Contributes to and assists with distribution of press releases and articles.
- Develops and maintains relationships with member agencies, chambers of commerce, resident groups, and environmentally focused groups and engages with partners, agencies, legislators, and stakeholders in support of program activities.
- Monitors and reports on regional and State regulatory requirements and trends, research and case law related to program offerings.
- Manages educational, operational, or service programs.
- Articulates key elements of all programs and activities and uses discretion in communicating with others.
- Assists with responses to and resolves difficult and sensitive incidents.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Uses discretion in communicating with others.
- Performs other related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

A Bachelor's Degree in public administration, public policy, urban/regional planning, or environmental studies/management plus three (3) years of progressively responsible professional level experience in a environmental, energy, social services, technology, transportation, communications, public policy, public administration, or related field.

Knowledge of

Project and program management principles and practices applicable to the public sector and grant-funded initiatives; regional program areas such as environmental sustainability, energy efficiency, water conservation, transportation, planning, housing, social services, technology, broadband, and community resilience; methods for conducting research, field work, data collection, and program evaluation; intergovernmental collaboration models and stakeholder engagement practices; contract and grant administration requirements, including scopes of work, procurement procedures, task order development, and compliance monitoring; budgeting and spend down processes for multi-funding-source programs; regulatory frameworks, legislation, and policy trends affecting environmental, transportation, sustainability, and regional planning initiatives; techniques for preparing reports, presentations, scopes of work, and public communication materials; public outreach and community engagement strategies; performance measurement and program monitoring methods; principles of vendor oversight, operational planning, and workflow refinement; communication practices for public agencies; modern office procedures; business writing standards; Microsoft Office, web-based platforms, database systems, project management tools, GIS or mapping technologies, dashboards, and collaboration software.

Skill to

Coordinate and manage complex projects and multi-jurisdictional initiatives; determine appropriate project approaches, methodologies, timelines, and resource allocation; conduct research, analyze qualitative and quantitative data, and develop program recommendations; prepare reports, presentations, grant deliverables, communication materials, and scopes of work; interpret and apply contract terms, grant requirements, regulations, and procedural guidelines; oversee contractor and vendor performance, verify invoice accuracy, track budgets and spend-downs, and identify issues requiring corrective action; facilitate meetings, workshops, trainings, and public events; communicate effectively with city staff, partner agencies, contractors, consultants, community groups, elected officials, and the public; exercise discretion and judgment in sensitive or high-visibility situations; maintain tracking tools, dashboards, and compliance documentation; coordinate activities across functional teams to support cross-program integration; lead efforts to refine procedures, operational practices, and program workflows; support initiatives in broadband, fiber, and community resilience; manage multiple deadlines; and use digital tools, databases, and project management software with effectiveness and accuracy.

Ability to

Work independently within established guidelines and exercise sound judgment in daily project implementation; plan, organize, and prioritize multiple tasks in a fast-paced, evolving environment; interpret and apply program rules, grant provisions, regulatory requirements, and operational procedures; prepare clear, accurate, and professional written materials, including reports, summaries, and technical documentation; represent the agency effectively at meetings, workshops, community events, and regional forums; build and maintain cooperative working relationships with internal staff, member cities, regional partners, contractors, community groups, and the public; adapt to changing project needs, funding structures, and organizational priorities; monitor project performance indicators and identify emerging issues requiring elevation; learn and

apply new subject-matter content across diverse program areas; maintain attention to detail in financial tracking, compliance reporting, documentation, and recordkeeping; and work collaboratively or independently while supporting organizational goals.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
SENIOR PROJECT COORDINATOR

Job Summary

Under general direction, the Senior Project Coordinator is responsible for independently leading and overseeing complex programs, initiatives, and multi-component projects in the areas of environment, transportation, social services, sustainability, water conservation, broadband/technology, and related regional initiatives. Incumbents exercise substantial independent judgment in planning, coordinating, and directing assigned programs.

Distinguishing Characteristics

This is the advanced-journey-level classification. Incumbents at this level provide functional direction and guidance to Project Coordinators, interns, volunteers, and consultants; perform the full range of technical, analytical, and program management oversight, and serve as subject matter resources for staff, contractors, and external partners.

The Senior Project Coordinator is distinguished from the next higher classification of Project Manager in that the latter has overall responsibility for broader program portfolios, strategic planning, and the full oversight of program operations, including establishing organizational priorities and directing long range program development for the SBCCOG.

Essential Job Functions, Duties, and Responsibilities

- Independently manages and oversees complex programs and projects within established program goals and priorities, including full-cycle program development, implementation, monitoring, and evaluation.
- Serves as primary lead and point of contact with partner agencies, utilities, local governments, community-based organizations, vendors, contractors, and the public.
- Develops project scopes, schedules, work plans, milestones, and performance metrics; monitors and evaluates progress and ensures deliverables are met.
- Assigns, directs, and reviews the work of Project Coordinators, interns, and volunteers; provides guidance, feedback, and functional direction to staff working on assigned programs.
- Conducts advanced research and field work; performs comprehensive qualitative and quantitative analyses to evaluate program effectiveness and develops recommendations for improvements.
- Develops project-level budget estimates, tracks expenditures, and ensures compliance with grant, funding, and reporting requirements; collaborates with fiscal staff on invoicing and financial documentation.
- Leads stakeholder engagement, including setting agendas, facilitating meetings, and determining next steps; represents the agency at high visibility meetings, presentations, and public events.
- Designs and coordinates delivery of trainings, workshops, outreach strategies, and educational materials tailored to program audiences.

- Develops complex reports, policy analyses, technical documents, grant deliverables, contracts scopes, RFP content, and program summaries.
- Monitors federal, state, regional, and local legislation and regulatory changes; evaluates potential impacts and advises management on strategic implications.
- Leads or contributes to grant development, funding proposals, and selection of contractors and consultants; oversees and evaluates contractor performance and ensures contract deliverables are met.
- Oversees communication strategies for assigned programs, including web content, newsletters, social media, presentations, briefing materials, and public-facing documents.
- Ensures accurate documentation, reporting, and maintenance of program activities, data, records, and outcomes.
- Exercises discretion and advanced judgment in communications, problem-solving, and decision-making on behalf of the organization.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Performs related duties as assigned.

Classification

This position is exempt under the Fair Labor Standards Act.

Qualifications

Education & Experience

Bachelor's degree in public administration, environmental studies, urban planning, communications, business administration, sustainability, or a related field and three (3) three years of progressively responsible experience in program coordination, project management, policy analysis, community outreach, or regional planning. Experience in a regional government agency or local government environment is desirable.

Knowledge of

Principles and practices of program and project management; core concepts in sustainability, environmental, transportation, water, broadband/technology, and related regional program areas; methods for designing, implementing, and evaluating outreach and engagement strategies; qualitative and quantitative research techniques, including data collection, analysis, and performance measurement; grant administration, contract management, scopes of work, deliverable oversight, and compliance requirements; public agency procurement processes and reporting standards; federal, state, and regional regulations affecting assigned programs; stakeholder engagement practices and interagency coordination; effective writing, presentation, and communication methods; principles of customer service, relationship management, and conflict resolution; fundamentals of functional supervision, task leadership, and staff development; techniques for preparing public-facing materials and digital content; and public-agency recordkeeping, documentation, ethical standards, and confidentiality practices.

Skill to

Plan, coordinate, and lead complex programs and multi-stakeholder projects; conduct advanced analytical work and interpret qualitative and quantitative data; develop work plans, schedules, and performance metrics; develop clear and accurate reports, presentations, policy analyses, and grant deliverables; design and coordinate outreach, education, and training activities; interpret regulatory and program requirements and assess operational impacts; monitor and evaluate contracts and evaluate vendor performance; prepare scopes of work and technical documentation; facilitate meetings, workshops, and interagency discussions; communicate program concepts clearly to diverse audiences; create accurate summaries and program documentation; manage multiple deadlines; use project management tools, databases, and productivity software effectively; collaborate with partner agencies, consultants, and stakeholders; lead, guide, and train staff and volunteers; and maintain effective working relationships.

Ability to

Independently lead and oversee full-cycle programs; analyze issues and develop effective, data-informed solutions; synthesize complex information into clear recommendations; interpret and apply regulatory requirements; coordinate multiple projects and adapt to shifting priorities; represent the organization effectively in meetings and public settings; develop accurate and timely documentation; identify and implement process improvements; communicate clearly in written and verbal form; exercise discretion, sound judgment, and independent decision-making; mentor and guide others; work collaboratively and independently; build and maintain cooperative relationships; and maintain professionalism in sensitive or high-visibility situations.

Licenses and/or Certifications

Must 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.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
SENIOR PROJECT MANAGER

Job Summary

Under minimal direction, the Senior Project Manager is responsible for developing and implementing strategies, standards, and processes for complex projects and initiatives across a range of program areas, including environment, transportation, social services, technology, and regional planning. This position exercises significant independent judgment in coordinating multi-jurisdictional projects, developing work plans, preparing grant applications, monitoring deliverables, and advising on project related policies and practices. The Senior Project Manager builds and maintains relationships with member agencies, regional partners, business and community organizations, elected officials, and the public, and represents the organization in committees, public meetings, and technical forums.

The position may provide limited employee performance management support by setting project goals, reviewing work products, offering functional direction, and supporting communication between managers and employees. The Senior Project Manager may oversee the work of interns, volunteers, consultants, and staff assigned to specific project tasks but does not serve as a full supervisory classification.

Distinguishing Characteristics

The Senior Project Manager is the senior level classification responsible for leading major regional projects and high-visibility initiatives that require advanced analytical, strategic, and stakeholder coordination expertise. Positions at this level independently develop project strategies, direct complex multi-agency efforts, manage sensitive or politically visible assignments, and serve as primary contacts for intricate contracts and regional partnerships.

This classification is distinguished from the Project Manager, which focuses on managing the full lifecycle of assigned projects. The Senior Project Manager provides higher-level strategic direction recommendations, advises member agencies, develops communication and outreach frameworks, and resolves issues requiring seasoned judgment, broader perspective, and enhanced discretion. It is further distinguished from the Department Manager in that this classification is responsible for leading complex, programs and initiatives across areas such as environment, social services, housing, transportation, technology, and regional planning.

Essential Job Functions, Duties, and Responsibilities

General Senior-Level Duties: Applicable to All Senior PM Assignments

- Manages complex projects, contracts, and grants from planning through implementation and reporting.
- Prepares and responds to Request for Proposals/Quotes (RFP/RFQ) and grant applications; identifies new grant opportunities.

- Develops relationships with member agencies, partners, chambers of commerce, community groups, non-profits, community based organizations, and regional organizations.
- Collects and analyzes data and integrates findings into plans, recommendations, and strategies.
- Prepares project budgets and ensures expenditures meet contract, grant, and organizational requirements.
- Works with consultants and contractors to meet project deliverables and performance expectations and verifies invoice accuracy.
- Develops and coordinates project-related training and presentations.
- Advises South Bay cities and agencies on strategies, plans, and project-specific approaches.
- Helps develop subregional plans and contributes to regional strategies.
- Responds to project inquiries; attends City Council, commission, and committee meetings.
- Develops and supports implementation of project management and quality control systems.
- Monitors and advises on legislation, regulations, and policy trends affecting assigned areas.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Assists with resolving difficult or sensitive project issues, using judgment and tact.
- Supports managers by setting project goals, reviewing work products, and encouraging communication between staff and leadership.
- Performs related duties as assigned.

Functional Assignment Area: Communications, Media, Branding & Public Engagement
Senior Project Managers assigned to Communications and Public Engagement perform the following:

- Serves as the agency lead for communications, branding, media relations, and public messaging.
- Develops and maintains the SBCCOG brand identity, ensuring consistency across all platforms.
- Drafts, edits, and produces the SB Watch newsletter, including content development, story selection, layout direction, and distribution.
- Captures photography and curates multimedia content to support agencywide communication objectives.
- Manages all social media platforms, including content strategy, scheduling, analytics, and public engagement.
- Guides and provides direction to communication interns and fellows, ensuring quality, adherence to brand standards, and timely completion of assignments.
- Develops and produces videos, including filming, editing, and preparing the annual year-end review video for public presentation.

- Establishes communication protocols, visual guidelines, and style standards for agencywide use.
- Serves as the primary media liaison, drafts press releases, and coordinates with news outlets.
- Develops marketing plans and public information strategies for campaigns, events, and initiatives.
- Coordinates communication support for internal project teams to ensure message consistency.
- Represents the organization at events and meetings to communicate program outcomes, achievements, and priorities.
- Solicits opportunities from staff to provide outreach information on SBCCOG programs

Functional Assignment Area: Environmental, Energy, Water, Waste & Outreach Program Management

Senior Project Managers assigned to Environmental & Outreach Programs perform the following:

- Serves as lead coordinator for environmental, energy, water, waste reduction, and sustainability contracts.
- Manages complex partnerships with entities such as West Basin Municipal Water District, Los Angeles Department of Water and Power, LA County Sanitation Districts, Water Replenishment District, and the California Green Business Program.
- Ensures contract deliverables, outreach requirements, reporting obligations, budgets, and timelines are met.
- Coordinates outreach activities across program areas.
- Conducts program meetings.
- Serves as liaison to partner agencies, community organizations, and regional technical networks.
- Works with the Finance Manager to review contract budgets, check contract expenditures, prepares invoices, and ensure contract compliance.
- Participates in developing contract work plans, outreach strategies, and program enhancements.
- Leads volunteer coordination, training, and support for outreach and environmental program activities.
- Represents SBCCOG at regional meetings, community events, and professional forums.
- Develops outreach materials while following outreach protocols for program areas.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

A Bachelor's degree in public administration, public policy, urban or regional planning, environmental studies, communications, or a closely related field. A degree related to the assigned

functional area is highly desirable; plus five (5) years of professional experience in an environmental, energy, social services, technology, transportation, communications, public policy, public administration, or related field.

Knowledge of

Public sector project management principles; environmental sustainability, energy efficiency, water conservation, waste reduction, transportation planning, and social service program trends; communications, media relations, branding, and public engagement strategies; contract and grant administration, procurement requirements, and compliance monitoring; legislative and regulatory frameworks affecting environmental programs, public engagement, and regional initiatives; community outreach methods; data collection, evaluation, and reporting techniques; limited employee performance management practices such as goal setting and reviewing work products; public meeting protocols; research and analytical methods; modern office practices; business writing standards; Microsoft Office, web-based systems, project management tools, communication platforms, and multimedia software.

Skill to

Lead complex projects and contracts; develop work plans and strategies; prepare grant applications, RFPs, RFQs, scopes of work, and reports; interpret and apply regulations, grant provisions, and project requirements; analyze data and develop recommendations; prepare communication materials, newsletters, presentations, and media content; develop marketing plans and outreach strategies as related to assigned program areas; coordinate environmental and contract outreach activities; guide the work of interns, volunteers, and staff on project tasks; collaborate effectively with member agencies, regional partners, businesses, and community groups; manage multiple deadlines; track project budgets and review invoices; represent the agency in meetings, presentations, and events; and use digital tools, databases, and communication platforms effectively.

Ability to:

Work independently and exercise sound judgment; plan, organize, and prioritize assignments; interpret policies, procedures, and contract requirements; resolve sensitive or complex issues; develop professional written materials; represent the agency in public and technical forums; maintain cooperative working relationships; support limited performance management functions such as goal setting and reviewing work products; adapt to changing program needs; maintain accuracy in documentation and reporting; communicate clearly in written and verbal form; and work collaboratively or independently while supporting organizational goals.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

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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.

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