



CITY OF WEST SACRAMENTO
invites applications for the position of:

Senior Program Manager

SALARY: \$45.48 - \$55.28 Hourly
\$3,638.77 - \$4,422.00 Biweekly
\$7,884.00 - \$9,581.00 Monthly
\$94,608.00 - \$114,972.00 Annually

DEPARTMENT: ECONOMIC DEVELOPMENT & HOUSING

OPENING DATE: 01/17/20

CLOSING DATE: 02/09/20 11:59 PM

DESCRIPTION:

The City of West Sacramento is actively recruiting for a Senior Program Manager who is responsible for developing and managing a wide variety of complex economic development and transformational capital improvement projects including: 1) analysis and development of fiscal policies and investment strategies; 2) Coordination with private entities to create and implement public-private partnerships including development agreements and other transaction agreements; 3) securing grant funds and supporting formation of financing districts; 4) leading inter-department and interdisciplinary projects intended to transition land uses in specific areas; 5) developing policies and procedures and recommendations for fiscal, regulatory and analytical matters. The position interfaces frequently with private entities, public officials, local agencies and other governmental and non-profit organizations. The Senior Program Manager is the top level in the Program Manager series. Some positions within this series are distinguished by a focus on public-private transactions involving specialized consultants.

An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain his/her qualifications fully and clearly. In addition, applicants must submit a resume and complete the required supplemental questionnaire. Incomplete information on the application, resume and/or supplemental questionnaire may be cause for disqualification. Application packages will be reviewed and screened for qualifications. Additional screening criteria will be developed based on the supplemental questionnaire. Depending upon the number of qualified candidates, an oral panel interview may or may not be held. The top candidates will be referred to the department for further consideration.

EXAMPLES OF ESSENTIAL DUTIES:

Job Description: <https://www.governmentjobs.com/careers/westsacramento/classspecs/1246529?keywords=senior%20program%20manager&pagetype=classSpecifications>

TYPICAL QUALIFICATIONS:

EDUCATION AND EXPERIENCE: *Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

Education: Graduation from an accredited four (4) year college or university with major work in business administration, public administration or a field of the program to which assigned, or a closely related field.

Experience: Five (5) years of professional experience in housing, community development, redevelopment, governmental administration or a related field. Graduate level course work may be substituted for up to one (1) year of experience requirement, on a year for year basis.

LICENSES AND CERTIFICATES: A valid California driver's license.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofwestsacramento.org>

Position #2020-00004
SENIOR PROGRAM MANAGER
KM

1110 West Capitol Ave
3rd Floor
West Sacramento, CA 95691
(916) 617-4567

hr@cityofwestsacramento.org

Senior Program Manager Supplemental Questionnaire

- * 1. To be considered for the position, all candidates are required to complete and submit the required supplemental questionnaire with their application and resume. Failure to submit the completed supplemental questionnaire and application and resume will disqualify you from further consideration in the selection process used to fill these positions. The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "education" and "work experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing the supplemental questionnaire. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. Do you understand these instructions?
 Yes No

- * 2. Do you possess at least five (5) years of management level experience working in either a public or private sector Economic Development, Planning, Community Development, Finance, City Manager or County Executive organization?
 Yes
 No

- * 3. A successful candidate will have both extensive knowledge and demonstrated management experience in developing and negotiating agreements which implement public- private partnerships or advance economic development initiatives in a jurisdiction. Please provide an example of your experience planning, developing and/or negotiating transaction agreements including development agreements, partnership agreements, relocation agreements, land acquisition agreements etc.. (If no experience, type N/A)

- * 4. Projects that may be assigned to this position involve coordinating with other City Departments, governmental organizations, regulators, funding partners and utilities to develop, fund and implement large transformational projects. Describe your experience: 1) working within a multidiscipline team environment; 2) the project objectives; and 3) your role and responsibilities on the team. Describe any challenges that the team faced and how they were overcome. (If no experience, type N/A)

- * 5. If you have had experience in local government budgetary or fiscal programs or have been involved in the formation of community facility or other financing districts, please describe the program, stakeholders and your role. (If no experience, type N/A)

- * 6. The ideal candidate will possess some knowledge of land development. Describe your experience and knowledge of land use and land development regulations, zoning and impact fees. (If no experience, type N/A)

- * 7. I certify that all the statements made in this supplemental application are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any

misrepresentation and/or falsification of my answers may result in my application being ineligible for this recruitment process.

Yes No

* Required Question