CITY OF WEST SACRAMENTO
invites applications for the position of:

Program Manager/Senior - Economic Development & Housing Department

**SALARY:**
- $49.70 - $60.40 Hourly
- $3,975.69 - $4,831.85 Biweekly
- $8,614.00 - $10,469.00 Monthly
- $103,368.00 - $125,628.00 Annually

**DEPARTMENT:**
ECONOMIC DEVELOPMENT & HOUSING

**DIVISION:**
ECO DEV & HSG/ECO DEVEL & HSG

**OPENING DATE:**
04/11/23

**CLOSING DATE:**
04/25/23 11:59 PM

**DESCRIPTION:**

The City of West Sacramento is seeking a Program Manager/Senior to join its Economic Development and Housing Department. The Program Manager will be responsible for planning, organizing, managing and administering projects and programs to support implementation of the Department's mission. The position is located in the Community Investment Division of the Department but may also support the Economic Development and Housing divisions. Ideal candidates should have knowledge of principles, practices, techniques, and terminology related to the core activities of community investment: project delivery, economic development, public financing and real estate transactions.

Preference will be given to candidates who possess experience in project management and delivery, including the associated consultant and contract management, for planning and infrastructure projects consistent with the community investment project criteria. Preference will also be given to candidates who possess knowledge of land acquisition, disposition and assemblage and who are experienced with developer negotiations. The ideal candidate will have the ability to successfully coordinate and supervise the work of assigned professional and support staff and explain and interpret policies and regulations to the public.

An official City of West Sacramento application form must be filled out, in its entirety. It is the applicant's responsibility to explain their 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.

**EXAMPLES OF ESSENTIAL DUTIES:**

**DEFINITION:** The Program Manager plans, organizes, administers and manages specialized city programs and projects; monitors program or project compliance; directs, coordinates and supervises the work of assigned professional and support staff; and explains and interprets policies and regulations to the public. If the Program Manager's primary duty includes the exercise of discretion and independent judgement with respect to matters of significance, the
position will be designated as exempt for purposes of overtime. The Program Manager is an at-will position that is appointed by and sits at the pleasure of the City Manager. The Senior Program Manager plans, organizes, administers and manages specialized city programs and projects; monitors program or project compliance; and explains and interprets policies and regulations to the public. The Senior Program Manager is an at-will position that is appointed by and sits at the pleasure of the City Manager.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the Department Head to which assigned or his/her designee. The Program Manager may exercise direct supervision over assigned professional and support staff. If direct supervision of two or more staff is exercised, this position will be designated as exempt for purposes of overtime. The Senior Program Manager directs, coordinates and supervises the work of assigned professional and support staff.

CLASS CHARACTERISTICS: Program Manager is the lower level classification within the career advancement series of Program Manager/Senior Program Manager and is distinguished from Senior Program Manager by the performance of assignments with less complexity and independence than the Senior Program Manager. Senior Program Manager is the advanced journey level class within the career advancement series of Program Manager/Senior Program Manager and has lead responsibility for projects and programs of a sensitive nature and/or has responsibility to direct major, complex studies or projects with high visibility and impact.

Upon the recommendation of the Department Head and approval by the City Manager, a Program Manager may advance to a Senior Program Manager by demonstrating the abilities and competencies necessary to perform the full range of Senior Program Manager duties and meeting the minimum qualifications for Senior Program Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS: (Illustrative Only): Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, supervises and coordinates the implementation of programs and projects and monitors and evaluates their effectiveness and outcomes.
- Assists in the development and implementation of department goals, objectives, priorities and policies.
- Conducts research, prepares and presents studies and makes recommendations.
- Monitors, coordinates and administers agreements, contracts, memoranda and grants.
- Prepares and monitors program or project budgets.
- Prepares or oversees the preparation of reports, memoranda and correspondence.
- Makes presentations to the City Council, commissions, boards, and public groups.
- Represents the department in a variety of meetings pertaining to assigned programs, activities or projects.
- Monitors and analyzes legislation and developments related to areas of responsibility.
- Works with and coordinates with other City departments and outside agencies with respect to activities affecting their operation.
- May supervise professional, technical, clerical and temporary staff as assigned.
- Performs other related duties and responsibilities as required.

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
Experience: **Program Manager**: Two (2) 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. **Senior Program Manager**: 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.

**SUPPLEMENTAL INFORMATION:**

**SPECIAL CONDITIONS**: Work in office and inspection site environments; exposure to dust and noise; some climbing, stooping, light lifting and inspecting in confined areas. May serve as staff to the City Council and may be required to travel to and attend a variety of off-hour meetings.

**PHYSICAL DEMANDS**: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**ENVIRONMENTAL ELEMENTS**: Employees work in office or inspection site environments; exposure to dust and noise; some climbing, stooping, light lifting and inspecting in confined areas; travel to attend a variety of meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies and procedures.

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

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

hr@cityofwestsacramento.org

**Program Manager/Senior - Economic Development & Housing Department Supplemental Questionnaire**

* 1. To be considered for the position, all candidates are 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 this position. Please attach your typewritten responses to this sheet and submit with your
application and resume. Please be concise and limit your responses to no more than one-half (1/2) page per question. 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 directions?

☐ Yes  ☐ No

* 2. Project delivery is a core activity for the Economic Development and Housing Department. Describe your experience and your role (project manager or support to a project manager) in delivering community investment, economic development and/or housing projects or planning efforts. (If no experience, type N/A)

* 3. Planning, financial analysis and real estate transactions are core activities for the Community Investment Division. Describe your experience and your role (project manager or support to a project manager) in planning, analyzing and/or facilitating real property transactions that are in support of a public/private partnership. (If no experience, type N/A)

* 4. Describe your experience with consultant and contract management. (If no experience, type N/A)

* 5. Describe your experience coordinating and/or supervising the work of assigned professional and support staff. (If no experience, type N/A)

* 6. 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