

## Employment Opportunity

**Council of Governments Administrator**

**\$ 83,059 - \$ 124,588 per year plus benefits**

San Bernardino Associated Governments, known as SANBAG, is the council of governments and transportation planning agency for San Bernardino County. SANBAG is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. SANBAG serves the 2.1 million residents of San Bernardino County.

As the County Transportation Commission, SANBAG supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. SANBAG administers Measure I, the half-cent transportation sales tax approved by county voters in 1989.

### **JOB SUMMARY**

This is a single-position classification responsible for administering agency-wide activities related to Council of Governments. Responsibilities include administering day to day operations of several Council of Governments programs. This class will also meet with city and county staff to educate on collaborative efforts and programs and to solicit feedback on ways that the Council of Governments can assist local agencies. This class is responsible for assisting the Deputy Executive Director in formulating the annual work plan, budget and policy recommendations for the Board of Directors consideration. This class will have responsibility for administering contracts and overseeing or performing work to implement the Council of Governments work plan.

### **ESSENTIAL FUNCTIONS**

*This list is illustrative only and is not a comprehensive list of all functions and duties performed by employees in this position. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to the following:*

- Assists the Deputy Executive Director in providing overall leadership in formulating and achieving Council of Governments objectives.
- Directs COG activities including working with County Administrative Office (CAO) staff in developing action plans to implement the Countywide Vision; developing agenda topics and materials for the City/County Manager's Technical Advisory Committee; and identifying and recommending collaborative programs and projects for local agencies to participate in to reduce costs and meet public objectives.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine SANBAG needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Deputy Executive Director.
- Organizes meetings among groups of cities or with other regional COGs regarding regional and subregional issues of mutual concern. Develops the agendas based on feedback from policymakers, identifies the audience and meeting participants, arranges speakers and coordinates notices and invitations with support staff.
- Monitors changes in laws, regulations, and technology that may affect SANBAG or departmental operations and programs; implements policy and procedural changes as required.

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- Represents SANBAG in meetings with the general public, the business community, non-profits and other government agencies on topics related to SANBAG's Council of Governments activities.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Public agency budget development, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing SANBAG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.

#### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct complex research projects on a wide variety of council of governments topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Identify solutions to technical integration problems.
- Manage electronic files.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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**Education and/or Experience:**

Equivalent to graduation from an accredited four-year college or university with major coursework in public policy, urban planning, business or public administration, or a related field and five (5) years of experience as a general government or project manager or as high level staff analyst, preferably in the public sector.

**Licenses and Certifications:**

None

**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 and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**APPLICATION PROCEDURE**

Applications will be accepted until **Friday, October 14, 2016 at 4:00 p.m.** or until the position is filled. Applications may be mailed or delivered in person. Call 909-884-8276 for application and requirements or visit our web site at [www.sanbag.ca.gov](http://www.sanbag.ca.gov).

Complete the SANBAG application form. Provide a one-page written summary of your experience in the workplace and/or education relative to this position, describing work performed and the frequency. The information provided will be used to verify and evaluate the applicant's qualifications. Failure to complete the application and clearly demonstrate fulfillment of the minimum requirements will result in disqualification of the applicant. Resumes in lieu of an application and/or faxed applications will not be accepted. The successful applicant will be required to take a pre-employment drug test.

**Forward Application to:** San Bernardino Associated Governments  
Attn: Management Services  
1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
San Bernardino, CA 92410-1715

Visit SANBAG at [www.sanbag.ca.gov](http://www.sanbag.ca.gov).