



The Western Riverside Council of Governments (WRCOG) seeks interested and qualified persons for an exciting position!

POSITION: PROGRAM MANAGER – (Working Title: Manager of Communications and External Affairs)

JOB SUMMARY:

Under the direction of the Executive Director, the Manager of Communications and External Affairs manages communications, public affairs, advocacy, content creation, and media efforts on the agency's behalf.

The incumbent will be responsible for designing and implementing complex tasks and projects with high visibility and frequency. This includes representation of, and advocacy for, the agency to a variety of stakeholders including partner agencies, community groups, regulatory agencies, and officials at all levels of government.

The Manager of Communications and External Affairs serves as an “at will” employee.

EXAMPLES OF DUTIES / FUNCTIONS:

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.

Under general direction of the Executive Director, the job functions of the Manager of Communications and External Affairs include, but are not limited to, the following:

- Work independently to prioritize and complete complex and confidential tasks,
- Direct activities related to public and legislative matters to ensure that results are accomplished efficiently and in accordance with acceptable professional standards for quality and technical integrity in compliance with applicable laws, regulations, policies, and procedures.
- Represent WRCOG; manage and respond to inquiries from stakeholders such as members, regulatory bodies, media, and legislative representatives.
- Represent WRCOG in live or recorded presentations to present information, respond to inquiries, and collaborate with a range of internal or external stakeholders.
- Provide administrative support for committee meetings including, the annual General Assembly.
- Establish and maintain professional relationships with media including issuing media advisories and press releases and responding to Public Records Act requests.
- Serve as a liaison with member agencies, state and federal legislators, and other governmental entities to advance WRCOG’s interests in legislative and public affairs matters.
- Plan, develop, and direct, WRCOG’s publication, media, community relations, education, and conservation programs to ensure that WRCOG’s activities are effectively and accurately communicated.
- Manage a combination of projects that could include annual reports, podcasts, brand or marketing strategies, contracts, personnel, etc.
- Represents WRCOG at official meetings, conferences, and/or conventions, making presentations, as required.
- Track legislation, coordinate responses and testimony, work with legislative partners to advocate for the region.
- Write and edit various documents including reports, agenda items, and posts for social media and websites.

- Work with Executive Management to achieve organizational goals and objectives by administering the communications and public relations initiatives as determined by the larger organizational strategic planning process.
- Demonstrate technical aptitude and the ability to explain complex concepts to both technical and non-technical stakeholders.
- Manage the planning, development, and monitoring of the program's budget to ensure the most efficient use of resources, adherence to established guidelines, and accurate and timely reporting of budgetary information.
- Performs other related duties as required and assists with a variety of special projects.

SUPERVISION RECEIVED AND EXERCISED:

The Manager of Communications and External Affairs will receive administrative, policy, and technical direction from the Executive Director. The incumbent may also supervise other employees.

CLASS CHARACTERISTICS:

The Manager of Communications and External Affairs receives direction from the Executive Director to help develop and implement WRCOG's internal and external communications, government and media relations, and planning activities. The incumbent regularly interacts with the Executive Director and other members of the Executive Management Team, Committee members and staff from member agencies, and members of the public. The incumbent is required to make periodic presentations on various topics.

DESIRED QUALIFICATIONS / EXPERIENCE:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree from an accredited college or university in Communications, Journalism, Political Science, Business Administration, Public Administration or a related field from an accredited college or university, and four years of progressively responsible experience in public affairs, analytical, and/or legislative activities, including two years management and supervision experience; or Master's degree from an accredited college or university in Communications, Journalism, Political Science, Business Administration, Public Administration or a related field from an accredited college or university, and two years of progressively responsible experience in public affairs and legislative activities, including one year of supervisory experience.

Knowledge of:

- Federal, state, and local government legislative processes.
- Communications and analytical strategies, tools, and software.
- Current business and organizational management theories and practices.
- Public sector personnel practices and regulations.
- Public sector contracting practices and regulations.
- Management and supervisory concepts and techniques.

Ability to:

- Review work products for quality and validity.
- Encourage and facilitate cooperation.
- Research and analyze legislation and evaluate its impact.
- Communicate orally and in writing on administrative and technical topics.
- Take responsibility and work independently, as well as coordinate or participate in team efforts.
- Establish and maintain effective working relationships with peers and other stakeholders.
- Exercise sound judgment in applying appropriate policies and procedures.
- Demonstrate creative problem solving and commercial awareness.

- Balance the management of projects to be completed quickly and efficiently while demonstrating patience and tact.
- Manage multiple priorities and quickly adapt to changing priorities in a fast paced, dynamic environment with limited supervision.
- Work occasional overtime or on weekends and evenings to support community events and meetings.

PHYSICAL DEMANDS:

The physical demands described here are representative of those required for the position. Position requires sitting, walking, standing, bending, and twisting in the performance of daily activities. The position requires hand manipulation and repetitive hand movement and fine coordination in using a computer keyboard. The position requires near and far vision in reading reports and use of a computer. Acute hearing is required in supporting meetings and providing phone and in-person customer service. The position occasionally requires lifting and/or moving objects up to 15 pounds. WRCOG will make reasonable accommodation of the known physical or mental limitations of a qualified application with a disability upon request.

ENVIRONMENTAL ELEMENTS:

This is primarily a sedentary classification, and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no known direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, and government officials, business representatives, and the general public in explaining Agency Programs and requesting and providing information.

COMPENSATION:

Salary: \$109,754 to \$151,297 annually, \$8,442 to \$11,637 monthly (\$52.76 to \$72.73 per hour), depending on qualifications.

Hours: 40-hour work week.

Benefits: Benefits include CalPERS retirement benefits (Classic: 2.7%@55 formula and PEPRA 2%@62 formula with 6.75% Employee Paid Member Contribution), medical, dental, 10 day's vacation annually, 13 days sick leave annually, 13 holidays annually, 60 hours administrative leave, additional benefit available after 3 years of service, and a deferred compensation plan (Employee Paid Member Contribution).

APPLICATION:

Please submit a completed [application](#) along with a current resume and cover letter to careers@wrcog.us. If anyone with a disability has any issues accessing the online application program, please contact Princess Hester at (951) 405-6704.

FILING DEADLINE:

This position will remain open until filled (first screening March 20, 2023).

FOR MORE INFORMATION ABOUT THIS OPPORTUNITY:

For more information regarding this job opportunity please contact Hiring Manager at careers@wrcog.us.

ABOUT WRCOG:

Established in 1991, the Western Riverside Council of Governments is a Public Employer serving a Southern California region of more than 2 million people. WRCOG is formed as a Joint Powers Authority (JPA) between a county, 18 cities, 2 water agencies, a county superintendent of schools, and a federal JPA serving one of the fastest growing regions in the United States. The agency convenes stakeholders and subject-matter experts to support its member agencies. It conducts studies and addresses issues of mutual concern that are unique to the region. This often includes topics such as Transportation, Planning, Energy, Environment, and Workforce Training.

For more information on WRCOG please visit the Agency website at www.wrcog.us. WRCOG is an equal opportunity employer.