



**CITY OF SACRAMENTO**  
Department of Human Resources  
915 I Street, Historic City Hall  
Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Program Manager (Utilities Government Affairs Manager)**

*An Equal Opportunity Employer*

**SALARY**

\$46.03 - \$60.40 Hourly    \$3,682.40 - \$4,832.00 Biweekly

**ISSUE DATE:** 07/23/19

**FINAL FILING DATE:** 08/20/19

**THE POSITION**

**THE IDEAL CANDIDATE**

The ideal Department of Utilities Government Affairs Manager is skilled in building and maintaining relationships with local, state, and federal stakeholders, as well as staff. They have knowledge of, and experience with, the State and Federal legislative and regulatory process; particularly as it applies to water rights and supply issues, National Pollution Discharge and Elimination System permits for combined and drainage systems, and Waste Discharge Requirements for sanitary systems. The successful applicant demonstrates flexibility, legislative and political acumen, the ability to think strategically and an effective approach to problem-solving and policy development; they also have demonstrated ability to work effectively in teams and supervise staff.

**DEFINITION**

Under limited direction, a Program Manager organizes and manages major programs or projects with a high degree of visibility and substantial citywide impact; supervises professional, technical, and clerical staff; coordinates administrative functions; and develops procedures, programs and methodologies.

**DISTINGUISHING CHARACTERISTICS**

This management level classification may be populated with multiple incumbents who exercise a broad range of authority over complex programs critical to a department's mission. Responsibilities require work beyond typical program or project management work. Incumbents must exercise substantial innovation and leadership in developing and managing programs or projects. The Program Manager is distinguished from the lower classification of Program Specialist in that the Program Manager is responsible for administration and management of major complex programs and projects with high visibility and substantial citywide impact.

This class is distinguished from that of Support Services Manager in that the latter class manages all internal support functions for a department and supports a board or commission.

**SUPERVISION RECEIVED AND EXERCISED**

Limited direction is provided by a department head or division manager. Supervision, on a regular basis, of three or more assigned staff positions is required to hold this classification.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Organizes, coordinates, and manages one or more major programs or projects with high visibility and citywide impact; coordinates administrative functions including budget preparation, financial management, contract administration, and personnel administration for the program.

- Develops procedures and methodologies within compliance requirements; interprets and applies existing policies to actual situations; coordinates development of work plans, selects and supervises staff; meets with staff to identify and resolve problems, assigns work activities, and evaluates work products.
- Serves as principal contact for the program/project; confers with department heads, division chiefs, members of professional staff, and other officials concerning programs, regulations, procedures, policies, etc.; represents the department in a variety of meetings involving program coordination or regulatory requirements; may serve on commissions or non-profit boards as part of program service delivery.
- Develops and maintains informational and statistical reports regarding program performance, goal attainment, and service levels; conducts customer service audits and delivers customer service training.
- Works with vendors and suppliers; writes RFP/RFQs, contracts, and grant applications; negotiates terms, conditions and performance standards.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public administration, including governmental finance, budgeting, personnel administration, procurement methods.
- Methods and practices of modern office management.
- Advanced principles and practices of research, analysis, and technical report writing.
- Functions and missions of publicly appointed Boards or Commissions.
- Principles and practices of supervision.
- Advanced principles and practices of project/program development, management and administration.
- Principles and practices of supervision and training.

### **Skill in:**

- Collecting and analyzing large volumes of data and reaching a conclusion supported by the research.
- Building a consensus among parties with competing or conflicting interests.
- Supervising and motivating employees and generating department-wide cooperation in support of strategic goals and plans.
- Use of computers, computer applications, and software.

### **Ability to:**

- Prepare technical or analytical reports
- Interpret and apply regulatory practices, rules, and policies to actual situations.
- Present ideas effectively, orally and in writing.
- Establish and maintain effective working relationships with people of diverse backgrounds.
- Meet deadlines in a highly political environment.
- Effectively plan, develop, and implement a comprehensive program with a broad scope and high degree of complexity.
- Manage highly complex subject matter.
- Make program or project changes based on analysis of results, new legislation, or departmental changes.
- Exercise administrative supervision and direction over professional, technical, and clerical staff.

## **EXPERIENCE AND EDUCATION**

### **Experience:**

Six years of professional level administrative and analytical experience including two years of which must be in the program area.

-AND-

### **Education:**

Graduation from an accredited four-year college or university with major coursework in business or public administration or a closely related field.

*Note: It is highly desirable the required years of professional-level experience be attained in a governmental jurisdiction.*

### **Substitution:**

A post-graduate degree may substitute for one year of the required professional level governmental administrative and analytical experience.

### **PROOF OF EDUCATION**

Proof of education such as college transcripts and degrees must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, faxed to (916) 596-1556, or emailed to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org) by the final filing deadline. If submitting in person or via fax/email, please include your name and **Job #001798-19-DOU** on your documents. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. This evaluation must be submitted by the final filing deadline.

### **SPECIAL QUALIFICATIONS**

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

### **THE SELECTION PROCEDURE**

**Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the [governmentjobs.com](http://governmentjobs.com) applicant inbox.**

**1. Application:** (Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application to the Employment Office by the final filing deadline:

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
  - If applicants do not list current and past job-related experience in the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
  - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Proof of required education and/or degree equivalency must be submitted online with your application, emailed to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org), delivered in person, or sent to

the Employment Office by fax or mail by the final filing deadline.

**2. Supplemental Questionnaire:** (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire:

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.
- Possession of the minimum qualifications is not necessarily a guarantee of further advancement in the selection process.

**3. Screening Committee:** (Pass/Fail)– Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

**4. Interview Process:** Human Resources will forward qualified applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process. The Director will review the results, if necessary conduct additional interviews, and forward the recommendation to the City Manager's Office for final action.

**5. Conditional Hire:** Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

## QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.
- Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org);
- Call the Human Resources Department at (916) 808-5726; or
- Visit the Human Resources Department at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall  
Sacramento, CA 95814-2604

EXAM #001798-19-DOU  
PROGRAM MANAGER (UTILITIES GOVERNMENT AFFAIRS  
MANAGER)  
JR

## Program Manager (Utilities Government Affairs Manager) Supplemental Questionnaire

- \* 1. **APPLICATION:** I understand that the experience I list in the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**

Yes

- \* 2. **I understand that I must submit** proof of education to the City of Sacramento Employment Office by the final filing deadline. You may attach documents electronically; e-mail them to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org); mail/deliver hard copies to the Employment Office; or fax them with a cover sheet that contains your name, the exam number and title, and number of documents being sent. The fax number is (916) 596-1556.

 Yes

- \* 3. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

 Yes  No

- \* 4. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

- \* 5. **SUPPLEMENTAL QUESTIONNAIRE:** 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 this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**

 Yes

- \* 6. Describe your legislative and regulatory experience. Include in your response where your experience was gained, what your role was, and the duration of this experience.
- \* 7. Describe your experience working with, and understanding of, local water rights and current issues surrounding them.
- \* 8. Describe your experience with advocacy organizations, (such as ACWA, CMUA, CASA), and participating with them to advance the interest of an agency that you are working for or have in the past.

- \* Required Question