



East Bay Green Corridor Partnership *Program Manager**



Salary Range:

\$73,736 – \$113,006

TO APPLY*:

You may obtain a copy of the Alameda County application and submit applications and resume in person or by mail to:

LAST DAY TO FILE:

Friday, May 1, 2009; 5:00 p.m.

County of Alameda, Human Resources Services Department

1405 Lakeside Drive, Oakland, Ca 94612, (510) 272-6443

The Program Manager will serve as principal staff to the East Bay Green Corridor Partnership (EBGCP) and is a senior-level management position. Established in 2007 by the cities of Berkeley, Emeryville, Oakland and Richmond, the University of California, Berkeley, and Lawrence Berkeley National Laboratory, the partnership is a regional initiative working to strengthen the economy through support for emerging green and sustainable industries, green job development, and alternative energy research with a goal to establish the region as a national leader in green innovation.

This is a key position working with corridor cities and educational and research institutions to promote job growth and investment in the East Bay's emerging green/clean technology industry sectors.

Administrative support will be provided by the East Bay Economic Development Alliance (East Bay EDA). The Project Manager position will be supervised directly by the Executive Director of the East Bay EDA and will serve as a member of the organization's business development and event planning staff.

POSITION DESCRIPTION:

Under the direction of the Coordinating Committee, which has representation of all partnering organizations of the EBGCP, the Program Manager will be responsible for development and implementation of the EBGCP's work plan, and will be supported by the Partnership's business development, workforce, marketing and policy coordinating committees and will serve as the key liaison with UCB and LBNL researchers working on designated EBGCP projects.

The Program Manager is expected to complete assignments with minimal supervision, and is expected to exercise creativity, possess advanced problem solving abilities, and utilize sound judgment in performing work assignments. The individual will be expected to help develop the goals and objectives of the East Bay Green Corridor Partnership and will help to implement and track the accomplishments. The Manager will serve as the key liaison to the established partnership coordinating committees and will be responsible for supervision of volunteers and management of independent consultants.

Examples of Duties:

1. Prepare an annual work plan and participate in the development and implementation of short and long-term plans and initiatives.
2. Prepare EBGCP budget, analyze and track expenditures, and prepare contracts and reports as requested by the Partnership Board.
3. Coordinate work groups, committees and assist or take the lead in the development and implementation of short and long-term strategies/initiatives.
4. Increase public awareness and understanding of East Bay Green Corridor Partnership issues, including representation of the EBGCP at trade shows and other events.
5. In coordination with the EBGCP Marketing Committee, develop and implement a marketing strategy for the Partnership that includes broadcast, print and internet advertising, trade shows, etc.
6. Develop and maintain a comprehensive and updated website on the East Bay Green Corridor Partnership that highlights program initiatives and activities.
7. Provide technical assistance and information to partners and businesses to strengthen and implement business development and retention of programs for green and clean technology companies.
8. Facilitate the exchange and discussion of research, basic science, and market intelligence between business, partner cities, UC Berkeley, and Lawrence Berkeley National Laboratory.
9. Provide public presentations to business groups, civic leaders and elected officials at the local, regional, state, and national levels.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor’s degree from an accredited college or university in public administration or a related field of economics or city regional planning;

AND

The equivalent of three years of progressively responsible full-time professional level experience in economic or community development, program administration, research or a closely related field; a master’s degree in a related field may be substituted for one year of experience.

KNOWLEDGE AND ABILITIES:

Considerable Knowledge of: understanding of and experience with local government, educational/research institutions, and businesses; experience in moving collaboration efforts into action and implementation; experience and/or understanding of key principles of sustainability and workforce development; understanding of policy development and legislative advocacy.

Working Knowledge of: principles of administration, organization and management; group dynamics; and consensus building techniques; understanding of technology-based systems and the ability to communicate with technical experts who use the internet to conduct research, access data and publish information; principles and techniques of report writing and organizational and operational analysis; and development and management of contracts with outside consultants.

Ability to: coordinate and implement an economic development program, including proactive outreach and communication, development of marketing materials; effectively communicate and coordinate with

public officials, business leaders, citizen groups and news media; effectively communicate both orally and in writing fundamental technical information to the business community and general public; maintain effective organizational and multi-tasking skills and exercise sound independent judgment to set priorities within established guidelines; and possess the ability to work well with team members and others.

BENEFITS:**

The County offers an attractive benefits program with the following elements:

- Health, Vision* and Dental Insurance
- Life and Accident Insurance
- Disability and Income Replacement Plan
- Paid Vacation & Sick Leave accruals
- Holidays
- Deferred Compensation Plan
- Dependent Care Assistance
- Pre-tax parking and transit benefit
- Savings Bonds
- Employee Assistance Program

MEDICAL EXAMINATION:

All prospective county employees must pass a medical examination before beginning employment. For positions which require a commercial driver’s license and the performance of functions defined as “safety sensitive,” Federal law and County policy requires that the examination include a drug screening process. Offers of employment are conditional upon successful completion of this examination.

REASONABLE ACCOMMODATION:

The Human Resource Services Department will make reasonable efforts in the examination process to accommodate qualified individuals with mental and physical disabilities, and/or medical conditions in accordance/compliance with the State Fair Employment Housing Act (FEHA), Federal Americans with Disability Act (ADA) of 1990, and Alameda County Resolution No. R-83-773. **To request reasonable accommodation, you must notify the Human Resource Representative listed on this bulletin as soon as possible and before the last day to file, in order to make the necessary arrangements during each step of the examination process.** (510) 272-3703 (TDD)

FOR MORE INFORMATION YOU MAY CONTACT THE FOLLOWING:

County Administrator’s Office
East Bay Economic Development Alliance
Bruce Kern, Economic Development Director
(510) 272-3874

Alameda County
Human Resource Services Department
Monique Hill, HR Analyst
(510) 208-4841

*Applications for this job opportunity cannot be accepted online; please submit in person or by mail.

**The East Bay Green Corridor Partnership Program Manager position is designated as a “project position”. Appointment to this position will be on a provisional basis at the level of Economic Development Analyst II. The appointed incumbent will not be eligible for membership in the Retirement System. A current County employee can *elect* to remain in the County Retirement System.