

JOB ANNOUNCEMENT

Program Manager II: Regional Economic Competitiveness Officer

Limited term position: 1 year*

Program Manager II monthly salary range: \$9,622 - \$11,834

*One-year term may be extended depending on funding. Limited Term positions receive health, leave and other benefits similar to regular employees.

About The Agency

As a Joint Powers Authority, the Agency works on behalf of the local governments in Alameda County. We are governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council and use the tagline StopWaste to cover all three entities. Since 1976, the Agency has advanced the responsible use of resources through strong partnerships with local governments, businesses, and community organizations. At our core is a holistic approach to resource management, integrating multiple benefits such as water and energy savings, cost savings, and public health, all leading to a more sustainable Alameda County. Our wide-ranging services include technical assistance, grants and incentives, community engagement, public outreach campaigns, market development, and ordinance enforcement. We continually explore innovative and experimental approaches, and as we head into the next decade, we emphasize the social and economic well-being of our communities.

The Position

The Agency is seeking a Regional Economic Competitiveness Officer (RECO) to support a Bay Area *construction innovation cluster* that will build regional economic resilience, help alleviate the housing crisis and reduce waste and greenhouse gas emissions. This position is funded by a [Build Back Better Regional Challenge \(BBBRC\) Phase 1 planning grant](#) from the U.S. Economic Development Administration (USEDA). The Agency led a coalition of partners to submit a [concept proposal](#), which was selected as one of four finalists in the state of California. In addition to supporting the Phase 2 application, the RECO will be responsible for coordinating the continued growth and development of the regional growth cluster focused on innovative building materials and prefabricated construction methods. The incumbent will ensure that technical assistance, grants and other resources are used to accelerate innovation, strengthen regional supply chains, create high-road jobs and grow market demand in the greater Bay Area.

The construction innovation cluster builds upon the Agency's prior work with the East Bay Economic Development Alliance (EBEDA) on *East Bay Forward*, a plan that details strategies to recover from the pandemic, including supporting circular economic business models and addressing clean tech building material supply chains. The specific innovations included in the BBBRC application are industrialized construction, building material reuse, low carbon concrete technologies, and biobased building materials. The RECO will take a leadership role in pursuing construction innovation opportunities throughout the greater Bay Area and also support the formation of a Recycled Market Development Zone in Alameda County.

The Agency's work is organized by administrative and programmatic teams, rather than a traditional pyramid decision-making structure. The RECO will be an integral member of the buildings and energy team and will support other programmatic teams in exploring economic development strategies.

Job Responsibilities

Duties include the following:

- Convene cross-sector leaders to advance a collective vision, managing communication between the regional construction innovation cluster and USEDA
- Coordinate and facilitate periodic coalition meetings to effectively inform, engage, connect, and collaborate with coalition members.
- Coordinate and oversee the work of technical consultants and cluster partners in working jointly to support the implementation of proposed projects and initiatives
- Identify and secure additional resources to support the construction innovation cluster, including developing proposals and plans
- Support day-to-day workflow for projects, including implementation and tracking of deliverables, schedules and budgets
- Handle invoicing and reporting requirements for the grant

Physical and Other Job Demands

- Must have a valid California driver's license and provide proof of automobile insurance if using personal transportation for work related activities.
- Ability to work a minimum of three (3) days per week in person, with the option to telework a maximum of two (2) days per week subject to the needs of the Agency and with project lead approval.
- Ability to work a flexible schedule to accommodate evening and weekend events (virtual and in-person), as necessary.

Minimum Qualifications

Consistent with the [Program Manager II job description](#), any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying.

Education and Experience

- Equivalent to a Bachelor's Degree from an accredited college or university with major course work in economics, architecture or structural engineering, urban planning, business or public administration, or a closely related field.
- Three (3) or more years of increasingly responsible professional experience in economic development, community development, green building, source reduction, energy efficiency, public policy or a related area.

Specifically, the applicant should possess the following skills and/or experience:

- Experience developing and operationalizing strategic plans and visions into tactical implementation.
- Experience in managing diverse coalitions, developing strategic partnerships, and leading complex initiatives
- Project management experience in the economic development, community development or similar field that requires an interdisciplinary systems approach
- Experience providing direction, monitoring, and evaluating the work of consultants
- Knowledge of circular economic business models and strategies
- Knowledge of sustainable construction practices and policies
- Experience in grant management, budgeting and reporting

Desired Qualifications

- Candidates should be self-directed, team-oriented, flexible and able to analyze situations quickly and objectively to determine a proper course of action.
- Strong analytical and critical thinking skills with the ability to organize and interpret data, generate insights, and anticipate challenges and opportunities.
- High degree of emotional intelligence with the ability to build trust and buy-in from a wide array of stakeholders.
- Understanding of how equity issues intersect with materials, public health, housing, and workforce.
- Familiarity with industrialized (modular) construction and embodied carbon

License or Certificate

- Possession of, or ability to obtain, a valid California Driver's License.

Other Requirements

- Employees are required to be fully vaccinated against the COVID-19 virus and provide proof of vaccination or provide proof of a negative COVID-19 test at least once a week or as otherwise determined by the Agency consistent with its COVID-19 vaccination and testing policy.

Application Procedure

Applicants must submit the required information, preferably by email to jobs@stopwaste.org and include the position title "Regional Economic Competitiveness Officer" in the cover letter and email subject line. The required information is as follows:

- Cover letter referencing the position title

- StopWaste Job Application
- Resume

The application can be downloaded at www.stopwaste.org/job-application. Application packets may also be mailed to the StopWaste office:

1537 Webster Street

Oakland, CA 94612

Attn: Regional Economic Competitiveness Officer

Please note that due to Alameda County health guidelines, our office is currently closed to the public. Therefore, applications will not be accepted in person and must be mailed or emailed.

Deadline for the receipt of applications is 5:00 p.m. Friday, January 14, 2022

Interviews will be held the week of January 24, 2022 (via Zoom)

Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority, an Equal Opportunity Employer.