



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

COUNTY OF LOS ANGELES CAREER OPPORTUNITY



ECONOMIC AND COMMUNITY DEVELOPMENT ASSISTANT DEPUTY UNCLASSIFIED (SECOND SUPERVISORIAL DISTRICT)

Filing Period:

February 3, 2022 – Until the needs are met

Annual Salary:

\$65,000 – \$75,000

This recruitment will remain open until the needs of the Board Office are met.



THE COUNTY OF LOS ANGELES

The County of Los Angeles (County), listed as one of Forbes' Best Large Employers in 2019, serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget in excess of \$36.5 billion for fiscal year 2021 - 2022. Over 110,000 employees in more than 37 departments provide vital and wide-ranging services to the public.

RESPONSIBILITIES

Policy and Board Analysis

Prepare Supervisor Mitchell for Board of Supervisors' meetings, and prepare agenda, discussion, and policy analysis documents for the Economic Development Policy Committee, the Homeless Deputies meetings, the Affordable Housing Coordinating Committee, among others, and engagement with industry partners and stakeholders (under supervision by the Senior Deputies of Economic Development and Housing), including:

1. Briefing memos and talking points
2. Policy analysis and research on key priority issues
3. Meetings with staff in advance of committee meetings
4. Drafting motions related to key priority issues and initiatives
5. Identifying emerging issues and participating in strategic discussions

Project Tracking and Budget Analysis

Track major economic development and housing projects in and around the Second District, including capital projects, workforce development pipeline programs and affordable housing initiatives. This includes tracking of all programs the Supervisor is supporting through her discretionary funding. The Assistant Deputy should conduct policy analysis on the Department of Consumer and Business Affairs, Economic and Workforce Development, Aging and Community Services, Los Angeles County Development Authority, the Homeless Initiative, and Parks and Recreation budgets and programs. Duties include:

- A. Attending or convening regular meetings with department staff / commissioners / advisors on project updates
- B. Drafting briefing memos to the Supervisor with project updates
- C. Coordinating special events at key project milestones
- D. Attending community and stakeholder meetings and reporting back as necessary
- E. Representing the Supervisor at meetings and events as needed

Program Coordination

Lead the coordination of Second District workforce, small business development, community development and affordable and supportive housing pilot programs.





MINIMUM REQUIREMENTS

- A bachelor's degree from an accredited college or university.

DESIRABLE QUALIFICATIONS

The Office of Supervisor Mitchell seeks qualified candidates with the following skills, abilities, and experience:

- Appetite to learn and be challenged
- Team player
- Commitment to equity
- Constituent service orientation
- Strong oral and written communications skills
- Experience with policy/legislative analysis in community development
- Program research and implementation experience
- Legislative tracking experience
- Attention to detail
- Ability to handle multiple projects simultaneously
- Program / Project coordination experience (experience developing and managing programs from start to finish preferred)
- GIS skills
- Fluent in MS Office programs
- Master's degree preferred in public administration, public policy, law, urban planning, economics, labor relations, business, or a related field
- Knowledge and familiarity with Second District communities preferred

COMPENSATION AND BENEFITS

Annual Salary: \$65,000 – \$75,000

Starting annual salary will be dependent on qualifications and career accomplishments.

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan - New appointees will participate in a contributory defined benefit plan.

Cafeteria Benefit Plan - The County funds its cafeteria plan using tax-free contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - In addition to tax-free medical and dependent care spending accounts, the County contributes \$75 per month to an employee's dependent care spending account.

Savings Plan (401k) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457b) - Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays - Thirteen (13) paid days per year.

HOW TO APPLY

This position will be open from February 3, 2022 until filled.

Please send a cover letter, resume, three (3) references, and a writing sample which highlights research and writing skills in the fields of public administration, public policy, law, urban planning, economics, labor relations, business, or related fields in one pdf document electronically to the contact indicated below. Please save file in the following format: First Name Last Name Resume, and send your interests to the following email address: **SD2Jobs@bos.lacounty.gov**. Please indicate in the subject line: "Economic and Community Development Assistant Deputy - [Your Last Name]"

Selection Process:

Each candidate's employment background will be evaluated based on the information submitted to determine the level and scope of the candidate's qualifications for this position.

The resume should include any additional information which the candidate wishes to be considered.

Only the most highly Qualified candidates, as determined by the screening process, will be submitted for consideration.

NOTE: Appointment to this position is contingent upon the satisfactory completion of background and reference checks.

An Equal Opportunity/ADA Employer