



HOLLY J. MITCHELL

LOS ANGELES COUNTY SUPERVISOR ♦ 2ND DISTRICT

COUNTY OF LOS ANGELES CAREER OPPORTUNITY



ASSISTANT DIRECTOR, CONSTITUENT ENGAGEMENT SUPERVISOR'S DEPUTY (UC) (SECOND SUPERVISORIAL DISTRICT)

Filing Period:

May 25, 2022 – Until the needs are met

Annual Salary:

\$85,000 – \$95,000

Open to all interested and qualified candidates.

THE COUNTY OF LOS ANGELES

The County of Los Angeles (County), listed as one of Forbes' Best Large Employers in 2022, serves a demographically and geographically diverse population of more than 10 million residents. The County operates with an annual budget in excess of \$38.5 billion for fiscal year 2021 - 2022. Over 110,000 employees in 37 departments provide vital and wide ranging services to the public.

DEPARTMENT/ DIVISION DESCRIPTION

Since joining the Board of Supervisors in December 2020, Supervisor Holly J. Mitchell has made poverty alleviation a countywide priority and has anchored an equitable recovery plan from the health and economic pandemic caused by COVID-19. In her first year as a County Supervisor, she created a landmark universal income program, made Los Angeles County the first in the nation to phase out urban oil drilling, and has strengthened the County's ability to quickly respond to mental health crises among the unhoused.

ASSISTANT DIRECTOR, CONSTITUENT ENGAGEMENT

The Assistant Director of Constituent Engagement is responsible for leading the constituent engagement staff and public relation assignments at all community offices throughout the Supervisor's jurisdiction in the Second District. The Assistant Director reports directly to the Director of Constituent Engagement

(Director). The Director manages constituent engagement staff and reports directly to the Chief of Staff and the Supervisor. The Assistant Director will be expected to provide leadership on operational issues and provides periodic reports to the Director. The Assistant Director is responsible for implementing the Supervisor's mission and vision, achieving community impact by developing and leading effective programs and services, priority initiatives, and system change efforts related to Constituent Services. The Assistant Director will provide guidance to Constituent Engagement deputies on their individual caseload within an assigned geographical area of the Second District.

The ideal candidate will be solutions-oriented with demonstrated experience in successful program development and implementation, community engagement, while working in a fast-paced, dynamic environment.

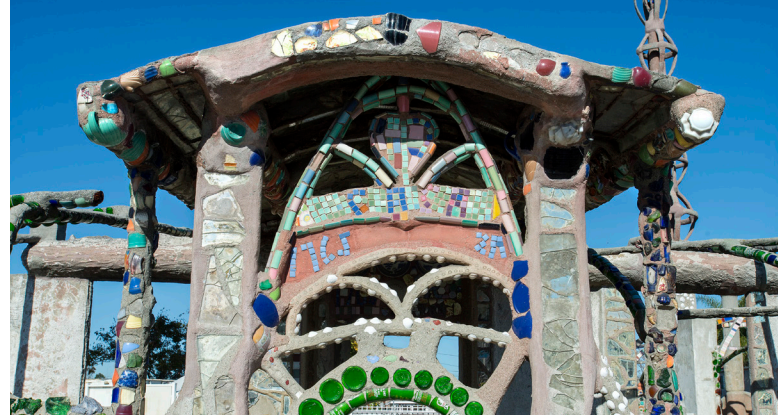
The candidate must also possess the ability to recognize new approaches to challenges and the ability to offer constructive solutions. In addition, offer management and mentorship to the team. Assignments require the use of care and discretion in the handling of confidential and sensitive information used to make decisions which significantly impact County programs, constituents, and operational functions of the community offices.

The Assistant Director will support the Second District office's needs related to daily communication, public education and engagement, and ensuring constituent-related initiatives and programs benefit the quality of life of all residents. This person will work collectively with stakeholders, County department personnel, and other community-based partners to deliver county services equitably with the utmost respect, integrity, and professionalism.



RESPONSIBILITIES

- Assists with overseeing and coordinating the work of community office staff.
- Oversees and assists with constituent casework assigned to other deputies;
- Directly performs constituent casework on assigned cases;
- Develops and maintains working relationships with officials from local, state, and federal agencies, and high-level external partners to achieve mutual goals and objectives for the Supervisor;
- Assists in monitoring by community offices throughout the Second District of issues and legislation advanced by local jurisdictions, and attends city council and committee meetings as necessary.
- Advocates for delivery of services to constituents and holds County government accountable;
- Represents the Supervisor and the Second District at community events and meetings;
- Regularly drives to meetings and events throughout the District's jurisdiction;
- Plans and assigns the work of constituent services team members.
- Directly engages with constituents in the Second District; in-person, over the phone, via email, virtually, and via social media;
- Maintains consistent engagement with all constituents to assure their County services needs are met, and provides adequate referrals to city, state, and federal offices when needed;
- Maintains constituent services database to track service requests and follow-up with constituents, departments, and internal team to ensure cohesiveness;
- Schedules constituent meetings to review stakeholder needs, and provides follow-up actions accordingly with County department personnel to effectively deliver County services;
- Measure outcomes and performance of constituent engagement efforts;
- Maintains an ongoing understanding of various cities and County issues and works with Senior Policy deputies to inform and apply the legislative initiatives to the County of the office and District.



MINIMUM REQUIREMENTS

- Bachelor's degree or higher, in Public Administration, Public Policy, Communications or a related field
- Five years of management experience in a public or non-profit organization with responsibility over general administrative operations including any of the following areas: budget, personnel, communications, policy development, legislative processes and relationship building with private, public and other stakeholders;
- Demonstrated experience in communicating (writing or orally) to coach or mentor and provide direction to subordinates;
- Must possess a valid California Driver's license

DESIRABLE QUALIFICATIONS

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

- Work experience in local community and familiarity with the Second Supervisorial District communities;
- Experience in organizing and engagement;
- Ability to work in a fast-paced, multi-faceted environment.
- Ability to work with a broad array of stakeholders including constituents, elected official liaisons, community-based organizations, law enforcement, and advocates etc.
- Excellent interpersonal skills
- Highly responsive public servant leader
- Demonstrates commitment to social justice and equity
- Spanish bilingual preferred; but not required

COMPENSATION AND BENEFITS

Annual Salary: \$85,000 – \$95,000

The appointee will receive an annual salary, commensurate with qualifications, and earning history, as well as an excellent program of benefits that allow employees to choose the 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 May 25, 2022 until the needs of the Board Office are met.

Please prepare a cover letter, resume, and three references in one pdf document that can be submitted via email. Please save file with the following file name: [First Name] [Last Name] Asst. Director. Send the pdf to **SD2Jobs@bos.lacounty.gov** with the subject line: Asst. Director - [First Name] [Last Name].

Selection Process:

Information submitted must clearly show that the candidate meets the Minimum Requirements and the Desirable Qualifications of this recruitment announcement.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

An Equal Opportunity/ADA Employer