

**Employment Opportunity**  
**Office of Los Angeles City Councilmember David Ryu**  
**Assistant Planning Deputy**

The Office of Councilmember David Ryu is seeking a Planning Deputy to assist with land use proposals and policy. The Planning Deputy will work on research, writing, community outreach, and hearings on applications and proposals and participate with the members of the District constituent services team.

**Responsibilities include:**

- Reviewing land use and building permit applications for completeness and compliance with building standards
- Tracking applications through the public process
- Responding to constituent questions about proposals
- Conducting site visits and regular tours or visits to communities in the district
- Attending Neighborhood Council, Homeowners Associations, public hearings, mobile office hours, and other district events. These events may occur during evening and weekend hours.
- Representing the Councilmember at hearings and meetings
- Assist in drafting, editing, and preparing correspondence, briefing memos, motions, and other documents
- Provide support to the Field Deputies with projects, service delivery, and/or implementation of land use matters

**Qualifications Requested:**

The well qualified candidate should have at least 1 year of extensive planning and land use experience. A Bachelor's Degree in Planning or a related field, and a Master's Degree is desirable. Working knowledge of planning and land use, zoning, permitting, or related public processes, and knowledge of the communities within the Fourth District is helpful. Strong communication skills are required, both written and oral as the position requires some public speaking.

Please send resumes and cover letters to [Adeena.Bleich@lacity.org](mailto:Adeena.Bleich@lacity.org) by October 24, 2017.

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

**\* This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. The Assistant Planning Deputy is appointed by, and serves at the pleasure of the Council Office, and may be removed without cause.**