OPPORTUNITY: Director of Census, Mayor’s Office of Budget & Innovation

In 2020, the nation will undertake one of the most important efforts to collect information on its general population -- the Census. As the nation’s second largest city, with an exceptionally diverse population of over four million within 460 square miles, the Census provides Los Angeles with an invaluable resource: a comprehensive snapshot that can inform policymakers, service providers, and other organizations at all levels of the public and private sectors. Furthermore, as one of the key factors in justifying funding from the State and Federal governments, the Census is critical to ensuring the quality of life that Angelenos deserve.

ABOUT THE ROLE

Reporting to the Deputy Mayor of Budget & Innovation and working with the Executive Officer of the Mayor’s Office of Budget and Innovation (MOBI), as well as with the Mayor’s Office at large, the Census Director will partner with existing City staff, outside stakeholders, and community organizations to develop and implement plans to ensure a comprehensive and representative Census count in the City of Los Angeles. The director will manage discrete projects for results within an accelerated timeframe – effectively engaging all necessary stakeholders to deliver collaborative success throughout the process.

Responsibilities for the position include, but are not limited to:

- Working closely with Mayor’s Office staff, Department leadership, NGOs and outside stakeholders to develop the City’s Census outreach strategy
- Developing detailed work plans for multiple, concurrent projects in partnership with the above individuals and groups
- Working closely with partners to ensure progress and implementation of the projects, including leading structured meetings and identifying/resolving issues on a regular basis
- Managing and maintaining strong relationships and communicating progress with a broad set of stakeholders, including senior government officials and private and nonprofit sector leaders
- Working with and managing contractors as needed to support project delivery
- Setting and achieving project-based targets by regularly monitoring performance and resolving issues when needed
- Sharing the team’s strategic framework within and without the government
- Regularly communicating with the executive team of the Mayor’s Office and MOBI and developing clear and concise presentations
THE CANDIDATE

The ideal candidate possesses a passion for making meaningful, sustainable change in Los Angeles and is ready to work in a high-energy, openly collaborative work environment. The ideal candidate is a problem solver and convener who is focused on shaping and delivering meaningful projects and relationships necessary to achieve results.

As an integral member of MOBI, the Census director will be responsible for developing and implementing the City’s outreach plan for the 2020 Census. The Director will need to simultaneously balance project management and protocol with creative and collaborative thinking to generate partnerships that will ensure the greatest turnout.

Profiles for a successful candidate for Project Manager would likely have a background as 1) a senior consultant or manager in the consulting field with experience defining and managing projects and diverse stakeholders who are instrumental to successful delivery or 2) significant experience as a policy analyst or 3) extensive work in the business or non-profit field(s) with a role as a senior strategist capable of developing critical relationships.

The candidate must also demonstrate the following:

Characteristics:
- Passion for public service and making a difference in the lives of city residents
- Track record of delivering results in a high-pressure environment with multiple work streams
- Ability to create comprehensive plans that identify all tasks, resources and deliverables required to achieve the desired results and the ability to drive the work to deliver those plans
- Experience in data analysis including both detailed data manipulation and interpretation of broader implications; experience to with data visualization is also desired
- Problem solving skills with an ability to anticipate problems and develop solutions on deadline
- Understanding of the mechanics of city government and familiarity and knowledge of the public sector
- Ability to thoughtfully communicate with and respectfully engage diverse stakeholders around a shared vision for achieving results.
- Ability to address all ends of the project spectrum from research to creation and planning for a project to project delivery to target and metric measurement
- Expertise with tools like Excel, Powerpoint, MS Project are required
- Expert public speaking and meeting facilitation skills are required

Personal Skills/Attributes:
- Energetic self-starter who inspires others to their best work
- Understanding of organizational dynamics and management
- Problem-solver and change agent
- Highly ethical, likable and trustworthy
- Articulate and an excellent, proactive communicator
- Innovative and flexible
- Attention to detail and excellence
- Experienced in dealing with senior government officials and business people
- Able to bring together public, private and nonprofit organizations
- Collaborative and team focused
- Ability to tell stories through writing and oral communication
- Ability to navigate an ambiguous environment with excitement and enthusiasm
- Excitement for solving problems as they are assigned to the team, as opposed to a desire to focus on one problem over long lengths of time

**Education:**

- Undergraduate degree required, advanced degree preferred, ideally in business or public administration, economics, or law

**COMPENSATION**

Salary will be commensurate with experience, along with additional benefits.

**START DATE**

By end of January 2017

Qualified candidates should email a cover letter and resume to:

Mayor’s Office of Budget & Innovation  
Office of LA Mayor Eric Garcetti  
Exec Assistant to the Deputy Mayor: Araceli.Garcia@lacity.org

*This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.*

Learn more about the Mayor at: lamayor.org

Twitter: @MayorOfLA