

**EXEMPT EMPLOYMENT OPPORTUNITY  
PRINCIPAL PROJECT COORDINATOR  
OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

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There is an employment opportunity for one exempt Principal Project Coordinator position assigned to work in the Asset Management Group (AMG) in the Office of the City Administrative Officer (CAO).

**ANNUAL SALARY:**

The salary range for Principal Project Coordinator (Code 9134) is \$91,580 to \$133,924 annually, depending on qualifications.

**TYPE OF APPOINTMENT:**

It is anticipated that the position of Principal Project Coordinator will be filled on an exempt basis from the Civil Service provisions of the City Charter in accordance with Charter Section 1001(b)(1). The position has been included in the 2017-18 Adopted Budget. The position may initially be filled as an emergency appointment.

**BACKGROUND:**

After the dissolution of the Community Redevelopment Agency, the City initiated a number of efforts to enhance its capacity to support economic development projects and programs to meet the City's economic development goals of creating new jobs, attracting new businesses and industries, maximizing the value of the City's assets, and increasing General Fund revenue. Such initiatives have included formation of the AMG, formerly known as the Asset Management Strategic Planning unit in the CAO, the establishment of the Economic and Workforce Development Department (EWDD), and preparation of a comprehensive study of the City's asset management practices. AMG has also been central to the City's post-redevelopment efforts to retain real property assets and bond proceeds for future redevelopment purposes as well as the recent initiative to identify and use public lands for affordable housing opportunities.

The AMG is looking for a real estate and/or planning professional to identify areas of opportunity where the City can leverage its real estate assets for housing, economic development and community benefits through redevelopment, public-private partnerships, or disposition.

**EXAMPLES OF DUTIES:**

The duties and responsibilities for the Principal Project Coordinator working with real estate assets may include but are not limited to the following:

- Develop and implement long-term strategic plans on the use, reuse, management and disposition of the City's real estate assets, including but not limited to municipal use, mixed use and or economic development strategies.
- Facilitate and develop specific development plans for partnering surplus City assets with housing and/or economic development opportunities. Work with

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other governmental entities and the private sector as applicable on real estate assets.

- Coordinate with appropriate personnel at various levels in development of real estate deals, including appraisals, economic and financial analyses and negotiations.
- Coordinate with City stakeholders and departments to evaluate proposals for expenditures, and oversee the activities of implementing departments.
- Provide leadership and technical advice in development of City real estate development policies.

**QUALIFICATIONS:**

A Principal Project Coordinator must have the following knowledge and abilities:

**Knowledge of**

- Real estate development and/or financing, including housing development, and
- Public infrastructure development and/or economic development investment, including evaluation of complex development projects and programs or financings; and
- Formulation of funding recommendations and plans.

**Ability to**

- Perform a full range of professional level completed staff work with minimal supervision, while exercising considerable discretion and judgment.
- Handle the pressure of tight deadlines and frequently changing priorities;
- Make concise, logical, and persuasive oral and written presentations of complex real estate, public infrastructure and/or economic development proposals and/or financial data to groups of affected individuals.

**MINIMUM REQUIREMENTS:**

Candidates must meet the following requirements:

- Graduation from a recognized four-year college or university and three years of full time paid professional experience in real estate development and/or financing, public infrastructure development and/or economic development investment, including evaluation of complex development projects and programs or financings, and formulation of funding recommendations and plans.

OR

- Six years of full-time paid professional experience in real estate development and/or financing, including analyzing and reviewing complex real estate projects

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or financings, affordable housing development, public infrastructure development and/or economic development investment, including evaluation of complex development projects and programs, and formulation of funding recommendations and plans.

- Experience in managing highly complex projects or programs is especially desired.

### **SELECTION PROCESS**

Only the most qualified individuals will be invited to participate in the next phase of the selection process. The next phase of the selection process will consist of an interview.

### **HOW TO APPLY:**

Interested candidates should email a Departmental Application, resume, and three work-related references (include name, job title, affiliation and telephone number) to:

City Administrative Officer  
City Hall East, Mail Stop 130  
200 N. Main Street, Room 1500  
Los Angeles, CA 90012  
Attn: Nelda Pontifes  
Phone Number: (213) 473-7519  
Email\*: [nelda.pontifes@lacity.org](mailto:nelda.pontifes@lacity.org)

*\*A brief description of qualifications should be included in your email submission.*

*For Departmental Application please go to: <http://per.ci.la.ca.us/Forms/DeptApp.pdf>*

**Applications must be received by 3:00 p.m. Friday, November 3, 2017.**

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Please call [\(213\) 473-7553](tel:2134737553) if you need assistance.

**\*This position is anticipated to be exempt from the Civil Service provisions of the City Charter. 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.**

If you have any questions or would like to discuss the opportunity further, please contact Jacqueline Wagner at (213) 473-7583.