

Employment Opportunity
Office of Los Angeles City Councilmember Bob Blumenfield
Planning/Economic Development Deputy

The Office of Councilmember Bob Blumenfield is seeking an entry-level Planning/Economic Development Deputy to assist with land use proposals and economic development projects in his West San Fernando Valley district. Based in Reseda, this position will help with many aspects of planning and economic development initiatives including research, writing, community outreach, project management and department hearing, and participate as a member of the District constituent services team.

Some responsibilities include:

- Reviewing land use applications and tracking applications through the public process
- Responding to constituent questions about proposals
- Conducting site visits and regular tours to key locations in the district
- Attending Neighborhood Council, Homeowners Associations, public hearings, mobile office hours, and other district events
- Representing the Councilmember at hearings and meetings
- Assisting with the development of the Councilmember's Economic Development programs and initiatives
- Drafting, editing, and preparing correspondence, briefing memos, motions, and other documents
- Staffing the Councilmember at meetings and events as needed
- Collaborating with and providing support to the team with projects, service delivery, events, and/or implementation of improvements as appropriate

The well qualified candidate should have a Bachelor's Degree in City Planning, Public Policy, Political Science or other related field, and have an understanding of the West San Fernando Valley. Working knowledge of planning and land use, zoning, permitting, or related public processes are helpful. Strong communication skills are required, both written and oral as the position requires some public speaking.

Please send your resume and cover letter by November 1, 2017 to Lisa Hansen at lisa.hansen@lacity.org

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 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.