

**CITY OF LOS ANGELES
OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

ASSISTANT CITY ADMINISTRATIVE OFFICER

This position is exempt from Civil Service*

\$133,130 to \$165,390 annually

Duties

An Assistant City Administrative Officer (ACAO) is a departmental assistant general manager, reporting directly to the City Administrative Officer (CAO). On an as-needed basis or as assigned by the CAO, an ACAO represents the CAO at meetings typically with: the Mayor, members of the City Council, the City Controller, the City Attorney, or members of their staff; department general managers or their staff; representatives of other governmental entities; private sector representatives; or residents of the City of Los Angeles. The incumbent also attends City Council and Council committee meetings on behalf of the CAO.

In addition to possessing subject matter expertise, the ideal candidate is open-minded and committed to continuous process improvement. She or he also will have strong supervisory, management, and problem-solving skills. The candidate selected may be assigned to one of the positions described below or to a different set of duties and responsibilities depending on the CAO's needs in meeting demands and workloads.

Technology and Capital Project Management Division

This ACAO position supervises four Office groups, namely: Municipal Facilities; Physical Plant; Technology and Systems Support; and, Internal Support Departments and Special Studies. The incumbent has at least broad familiarity with: the administration and implementation of various citywide bond programs and construction projects; the operations of and issues relative to Department of Public Works Bureaus, Department of Transportation, Information Technology Agency, and the Personnel Department.

The incumbent is also responsible for representing the CAO on a variety of committees and projects, chairing meetings when assigned by the CAO on information technology steering committees and system integration projects. Examples of such committees and projects may include: Police 9-1-1 Emergency Command, Control, Communications System; LATAX (tax and permit system); 3-1-1 Call Center and Service Request System; PaySR (payroll system replacement); the Public Safety Systems Project (Fire Dispatch Center, Emergency Operations Center, Police Department Operating Center); Citywide Document Management; Citywide E-mail Consolidation.

Finance and Public Safety Division

This ACAO supervises four Office groups, namely: Finance; Public Safety; Debt Management; and Revenue. The incumbent has at least broad familiarity with: the development, implementation, and administration of the City's budget; the operations of and issues relative to the Los Angeles Police Department, Los Angeles Fire Department, Animal Services

* The position of Assistant City Administrative Officer is an exempt, at-will, management position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. The Assistant City Administrative Officer is appointed by, and serves at the pleasure of the City Administrative Officer, and may also be removed, without any finding of cause, by the City Administrative Officer.

Department, and the Emergency Preparedness Department; various mechanisms that the City uses to issue and administer debt; and types, uses, and applicability to the budget of City revenue streams.

The incumbent works closely with the CAO and the Deputy Mayor for Finance and Performance Management on development of the Mayor's Proposed Budget and subsequently, with the Chief Legislative Analyst and Budget and Finance Committee during the Council's review of the Proposed Budget and throughout the year. During the fiscal year, this position is heavily involved with citywide monitoring of the budget through the CAO Financial Status Reports, Mid-Year Report, and Year-End Report. In addition, the incumbent is responsible for overseeing issuance of the City's bonds and MICLA debt issues.

Economic Development, Risk Management, and Community Services Division

This ACAO supervises four Office groups, namely: Economic Development; Community Services; Proprietary Department Analysis and Disaster Grants; and Risk Management. The incumbent has at least broad familiarity with: the development, implementation, and administration of the Consolidated Plan; the operations of and issues relative to many City departments, including but not limited to the Planning Department, Department of Building and Safety, Los Angeles Housing Department, Library Department, Los Angeles Convention Center, Department of Recreation and Parks, the proprietary departments, Department of General Services, City Attorney's Office, and the Office of the City Clerk; various mechanisms that the City uses to track and administer risk management responsibilities; and types, uses, and applicability to the budget of City revenue streams.

DESIRED QUALIFICATIONS

One year of full-time experience in a position *at the level of* Chief Administrative Analyst with the City of Los Angeles.

TO APPLY

Interested applicants should immediately submit a letter of interest, resume, and names and numbers of three work-related references to:

Diane D. Morales
Senior Executive Recruiter
700 E. Temple Street, Room 100
Los Angeles, CA 90012
(213) 473-9397
Fax (213) 473-9324
per.execsearch@[lacity.org](mailto:per.execsearch@lacity.org)

The filing period will remain open until sufficient resumes have been received. Only the most qualified individuals will be invited to participate in the next phase of the selection process that will include personal interviews.