

**CITY OF LOS ANGELES**  
**Office of the Mayor**  
**Full-Time Job Opportunity**

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**Legislative Representative - Sacramento**

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The Office of the Mayor serves as the executive branch of the City of Los Angeles. Under the City Charter, the Mayor serves as the official liaison to other units of government; including state, federal, regional, and other local agencies.

**Job Description**

Based in Sacramento and working within the Mayor's Office of Legislative and Intergovernmental Relations, the Legislative Representative will serve as a liaison between the City of Los Angeles, the Governor's Office, the State Legislature and other state entities and agencies. The Representative will work at the direction of the Chief Legislative Representative and in coordination with City staff in Los Angeles.

The Legislative Representative is expected to build new partnerships and foster existing relationships between elected and appointed officials in Los Angeles and Sacramento. The Legislative Representative will assist in developing strategies that will implement the Mayor's and City's intergovernmental priorities and objectives.

**Requirements:**

- Excellent writing, communication, and interpersonal skills.
- Ability to effectively interface and collaborate with members of the Legislature, Governor's staff, and other significant stakeholders.
- Demonstrated ability to accurately analyze complex issues through policy statements, budget documents, and legislation.
- Exceptional organizational and issue management skills.
- Ability to coalition-build and collaborate with other stakeholders for advocacy.
- Ability to travel to Los Angeles (at employer's expense).
- Ability to excel in a fast-paced and adaptive work environment and work flexible hours as needed (including evenings and weekends).
- A bachelor's degree from an accredited college or university.

**Additional Desired Skills:**

- Significant experience with the State Legislature, Office of the Governor, or other state agency.
- A connection to the state network that will strengthen the City's ability to impact legislation.
- Experience in the field of public policy, intergovernmental relations and/or issue advocacy.
- Knowledge of or experience working for the City of Los Angeles or another unit of local government.
- Technical, legislative, or grant writing experience.

**Salary:**

*Commensurate with experience.* This is a full-time position that is exempt from civil service.

**How to apply:**

Prospective applicants should email a resume and cover letter to [dora.ogunnaike@lacity.org](mailto:dora.ogunnaike@lacity.org).

**Application Deadline:**

Applications are welcome until the position is filled. Filing may close at any time.