

**CITY OF LOS ANGELES, COUNCIL DISTRICT 14
EMPLOYMENT OPPORTUNITY**

PLANNING DEPUTY

The City of Los Angeles, City Council District 14, is seeking a highly motivated individual interested in serving as Planning Deputy. The 14th District includes the communities of Downtown Los Angeles, Boyle Heights, El Sereno, Eagle Rock and portions of several other in Northeast LA.

The Planning Deputy will have a unique and dynamic opportunity to serve as a Council Aide to serve the diverse constituents within the 14th District in regards to a myriad of land use, urban planning, and economic development activities. As part of the Planning Team, the selected candidate will also assist in ensuring that all land use policies and proposed developments impacting the 14th District are consistent with the overall community development vision and goals of the office. This position will report to the Planning Director.

The ideal candidate should be able to demonstrate the following:

- Experience in the fields of urban planning, transportation planning, environmental sustainability, public policy, or community economic development
- Functional knowledge of the City of Los Angeles land use approval processes and CEQA
- Excellent writing and organizational skills
- Experience and sensitivity needed to communicate effectively with all stakeholder groups, including residents, property owners, community groups, elected offices, and department staff
- Ability to flourish as a member of a team in a fast-paced, political environment
- Completion of or current enrollment in a related academic field (e.g., urban planning, public policy, political science, etc.) will be considered in lieu of actual professional experience.

DUTIES:

- Assist in drafting, editing, preparing constituent and agency correspondences, staff reports, briefing memos.
- Assist in monitoring and analysis of planning, real estate development, and key infrastructure projects as they make their way through the City's approval process.
- Assist in monitoring and providing input on the development of land use policies, community planning and other related long range planning efforts.
- Assist in maintaining project related databases including spreadsheets and maps.
- Develop and maintain positive working relationships with key stakeholders, including residents, property owners, community groups, elected offices, and department staff.
- Assist in staffing or representing the council office at community meetings, public hearings and other meetings and relevant events in the district.
- Provide technical guidance to constituents, community organizations and stakeholders on land use matters and related City processes.

REQUIREMENTS:

- Completion of or current enrollment in a university in the fields of urban planning, urban studies, transportation planning, environmental science, real estate development, public policy, or political science.
- Excellent written and verbal and communication skills.
- Ability to work evenings and weekends as needed.
- Strong computer skills.

SALARY: Commensurate to experience with benefits package.

*This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. The planning deputy is appointed by, and serves at the pleasure of the Council Office, and may be removed without cause.

Please submit resume, statement of interest, and a minimum of three references to shawn.kuk@lacity.org with "PLANNING DEPUTY" in the subject line.