



CITY OF LOS ANGELES

invites your interest in the position of

GENERAL MANAGER

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

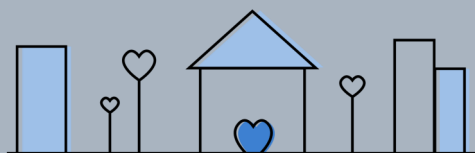
The City of Los Angeles seeks an energetic and innovative leader to head the Department of Neighborhood Empowerment (DONE) which supports the Neighborhood Council system — the largest grassroots civic engagement model in the nation — in its mission to increase civic participation and make government more responsive to local needs.

The General Manager for the Department of Neighborhood Empowerment is a creative and compassionate leader who will head a diverse team which supports Los Angeles' 99 Neighborhood Councils. This executive will oversee a budget of nearly \$4 million and a staff of 33 with functions that include administrative (accounting, budget, payroll, information technology, contracts), policy and government relations, Neighborhood Council operations, and outreach and engagement. To do this work, the General Manager must act "outside the box" and advocate for new and equitable ways to engage Angelenos with the goal to Empower Yourself, Empower Your Community, Empower LA.

WHAT IS A NEIGHBORHOOD COUNCIL?

Neighborhood Councils are quasi-governmental advisory bodies to the City government, designed to give all individuals, residents, business owners, property owners, renters, youth, non-profit providers and others a more effective way to improve the quality of life in their neighborhoods. Through Neighborhood Councils, all stakeholders, including those who are undocumented or formerly incarcerated, have a better way to understand the issues that divide them, and find common solutions through the bonds of friendship and community. Neighborhood Councils are managed by a governing body of volunteer elected leaders from each neighborhood and meet monthly. One primary goal of Neighborhood Councils is to increase

public participation in government. The Councils have the ability to select their own boundaries, choose their leaders, determine their agendas, and prioritize their needs. They are designed to be self-governing and as independent as possible from City Hall. Neighborhood Councils have organized themselves into regional and subject matter alliances to further their impact. The Neighborhood Council system has the ability to build communities through shared values such as compassion, tolerance, and equality.



**NEIGHBORHOOD
COUNCILS**

Make A Difference

For more info visit: www.EmpowerLA.org

DESIRED QUALIFICATIONS

A Bachelor's degree or higher from a recognized four-year college or university; OR

Ten years of progressively responsible experience, directing activities similar to those described below; AND

Five years of professional management experience in community organizing or the management of community-based programs whose purpose is to enhance involvement in local government.

Previous work and/or collaboration with Neighborhood Councils is highly desired.

EXECUTIVE COMPENSATION AND BENEFITS

The annual salary range is \$150,837 to \$267,494. A highly competitive benefits package includes an independent retirement plan to which both the employee and the City contribute; a multi-option deferred compensation plan; generous vacation and sick leave; 14 paid holidays per year; a flexible benefits plan including multi-option health, dental, and vision coverage; and family and domestic partner leave. Reimbursement of relocation expenses may be considered.

The position of General Manager for the Department of Neighborhood Empowerment is an exempt, at-will executive position. The incumbent will not accrue any civil service tenure, contractual employment rights or due process rights. The General Manager is appointed by the Mayor and confirmed by the City Council.

CITY GOVERNANCE AND STRUCTURE

Los Angeles is the second largest city in the United States and has a multi-ethnic population of approximately four million. It is a world-class city that offers a diversified economy and an unmatched quality of life.

Los Angeles is a charter city governed by a Mayor and City Council. The City Council serves full-time and has fifteen members elected by district for four-year terms. Boards of Commissioners, appointed by the Mayor and confirmed by the City Council, oversee several of the City's departments and bureaus. Mayor Eric Garcetti was elected in May 2013 and is currently serving his second term.

The City has 38 departments, bureaus, and offices for which funds are budgeted annually by the Mayor and City Council. Additionally, the City has three departments (the Departments of Water & Power, Harbor, and Airports) that are financed by revenue generated from their operations, which are governed by Commissions. There are also two pension systems. In total, there are 43 departments, bureaus, and offices that support elected officials and provide a full range of services to the City.

TO BE CONSIDERED:

Electronic submittals are required. Interested candidates should immediately submit a resume, cover letter, and five work-related references (include name, job title, affiliation, and telephone number) to:

City of Los Angeles Personnel Department

Attn: Leonard Torres

Executive Recruitment

Email: per.execsearch@lacity.org

(Note: When e-mailing your application material, the subject line should reflect your Name and the Job Title you are applying for.)

Questions may be referred to Leonard Torres at (213) 473-9394 or Janell Ishii Hata at (213) 473-9393.

Interested applicants should submit their application as soon as possible, but no later than May 23, 2019.

In order to be considered, resumes must include: A description of the size and function of the organizations managed; description of your role in the organization; at least one major professional accomplishment in which you played a key role; and any relevant experiences or unique characteristics which could further qualify you for this position.

Upon submission of the application documents, applicants may be asked to complete a supplemental questionnaire. Only the most qualified candidates will be invited to the next phase of the selection process, which may include a written exercise and an interview. Interviews are anticipated in June.

DESIRED CHARACTERISTICS

- Team player who fosters collaboration and leadership at all levels of the organization and with Neighborhood Councils, City elected leaders, and City departments
- Team builder who makes it a priority to empower, coach, mentor and recognize staff and Neighborhood Council members to increase their individual and shared capacity for success
- Have the skills necessary to define a direction, facilitate change, inspire teamwork and adapt to rapidly changing environments and issues
- Have strong leadership abilities and superior interpersonal and communication skills, including the ability to make clear, concise, and meaningful presentations to the Mayor, the full City Council, its committees, and its members, the Board of Neighborhood Council Commissioners, Neighborhood Councils, and other communities of interest
- Strategic thinker who has the ability to build coalitions among diverse interests in Los Angeles communities and between community members and government leaders

- Conceptual and working knowledge of facilitating and fostering civic participation in municipal government with a focus on equity
- Knowledge of the demography, geography, and economic and social conditions of Los Angeles communities



The City of Los Angeles is an Equal Employment Opportunity Employer