



ERIC GARCETTI
MAYOR

AFFORDABLE HOUSING PRODUCTION MANAGER

Location: Los Angeles
Terms: Full-Time for 3 years, Exempt/Grant Funded, Full Benefits
Salary: Commensurate with Experience
Start Date: As soon as possible

SUMMARY:

The City of Los Angeles is advancing aggressive solutions to address the City's affordability and homelessness crisis. To bring these initiatives to scale, the Office of Mayor Eric Garcetti is hiring an "Affordable Housing Production Manager" to break down administrative silos within multiple City departments. Reporting directly to the Mayor's Chief Housing Officer, this new position will serve as the key point of contact in the City for all major supportive and affordable housing developers with the sole purpose of streamlining the permitting and construction progress review processes for projects financed by the City, primarily those funded by \$1.2 billion in public funds provided via Proposition HHH.

This new position will be an essential member of the Mayor's Housing Crisis Response Team (HCRT) in the Office of City Homelessness Initiatives. The HCRT is a central hub comprised of City staff, led by the Mayor's Chief Housing Officer, for coordinating the City's response to the housing crisis.

The ideal candidate must demonstrate a passion for public service and a deep understanding of the development process in the City of Los Angeles. S/he must also demonstrate exceptional project management skills and an ability to drive transformative change in the public sector.

PRIMARY RESPONSIBILITIES:

The Affordable Housing Production Manager's responsibilities will be to:

- Oversee the Mayor's Affordable Housing Cabinet and execution of Executive Directive 13, which convenes regular meetings with liaisons from the Departments of Building and Safety, Housing and Community Investment, City Planning, Water and Power, Engineering, Transportation and other entities as necessary to troubleshoot major development issues and to advance housing streamlining policies.
- Develop an affordable housing tracking system for all City departments to monitor the implementation of projects in the City's affordable and supportive housing pipeline.
- Identify and implement new policies at the state and local levels to speed up the production and preservation of affordable housing.
- Other housing related duties as required to facilitate the production of affordable and supportive housing projects in the City of Los Angeles.

POSITION REQUIREMENTS:

EDUCATION: Bachelor's degree from an accredited university in Business, Economics, Political Science or a closely-related field. Master's degree is preferred.

WORK EXPERIENCE: The successful applicant will have demonstrated at least four (4) years of full-time experience in the real estate, housing development and/or construction fields, preferably for affordable housing. A Master's degree will be considered equivalent to two years of work experience.

SKILLS: An applicant with strong project management, writing, organizational, communication and interpersonal skills. Preference will be given to candidates that demonstrate a deep understanding of the public entitlements and development processes in the City of Los Angeles, and familiarity with new streamlining policies and procedures promulgated by the City of Los Angeles and State of California.

SELECTION PROCESS:

Interested applicants must send their resume and cover letter to mayor.HousingPolicy@lacity.org no later than **May 12, 2019**.

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.