



Project Manager, Mayor's Data Team

The Office of Mayor Eric Garcetti is seeking a Project Manager to lead research initiatives and build citywide data practices with the objective of making data more accessible, interoperable, and actionable for a responsive and well-run Los Angeles.

About the team

The Mayor's Data Team, within the Mayor's Office of Budget and Innovation, implements Mayor Garcetti's data strategy for the City of Los Angeles. We work with City Departments, the civic tech community, Sister Cities, private partners, and academics to develop insights and digital tools that make the City more livable and equitable for all Angelenos.

About the role

The Mayor's Office of Budget and Innovation is seeking an experienced and independent Project Manager to lead the Data Team's capacity building and governance initiatives including the Citywide Data Collaborative, Data Academy, and Data Angels. The Project Manager will also take the lead on research initiatives that are top priorities for the Mayor's Office, including initiatives with academic institutions that push the envelope in spatial and predictive analytics. This is an exciting position for someone eager to leverage analytics to improve transparency, civic engagement, and government performance.

The Project Manager reports to the Chief Data Officer. The Project Manager will:

- Coordinate internal resources for exemplary execution of projects
- Manage research priorities and translate policy questions into actionable tasks for the team
- Develop achievable scopes of work with partners; ensure on-time delivery for project milestones
- Create and maintain detailed project documentation
- Identify gaps in policy research and plan ahead for future projects
- Evaluate project performance and incorporate iterative strategy to keep project on track

Qualifications

The ideal candidate is an experienced project manager who is passionate using data to inform decision-making and improve the quality of life in Los Angeles for all residents. The ideal candidate thrives in a high-energy environment where complex problem solving and collaboration are key to successful project delivery.

Personal Skills

- Highly analytical and independent
- Strong team player with exceptional interpersonal skills
- Excellent oral and written communication skills
- Investigative ability and intellectual curiosity
- Ability to learn and embrace new technologies
- Comfort with risk and frequent change

Technical Skills

- Strong quantitative analysis skills
- Project management experience particularly in research or data projects
- Highly organized with ability to coordinate with multiple stakeholders
- Understanding of government processes and practices, including but not limited to legislative process, contracting and procurement, and budget

Preferred Skills

- Well-versed in the principles of GIS, mapping visualizations, and performance management
- Knowledge and experience with open-source data analysis languages such as Python or R

Education

Possession of a Bachelor's Degree. Master's Degree preferred.

Compensation

Salary will be commensurate with experience, along with additional benefits.

Start Date

Immediately

Qualified Applicants

If you are interested in applying for this position, please send a cover letter and resume to Sari Ladin-Sienne at: sari.ladin-sienne@lacity.org.

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.