

# Special Assistant

The Special Assistant is a high-profile entry-level role that will support the Controller's Executive team, acting as 'body person' for the Controller, fulfilling staffing needs associated with the Controller's schedule - in addition, acting as a utility player assisting in communications, community affairs, policy matters, and other duties as needed.

## ESSENTIAL DUTIES:

- Manage and assist various projects, priorities, deadlines and deliverables;
- Advance, staff and drive the Controller to special events and speaking engagements as needed;
- Ability to quickly research, collect and analyze information for reports, letters and internal communications such as briefings;
- Develop and maintain effective relationships with staff of elected officials, representatives of public and private groups and constituents;
- Act as the main liaison between the Controller and Executive staff.

## SKILLS & QUALIFICATIONS:

- Experience working in a fast paced environment, working for an elected official preferred;
- Strong organizational skills and the ability to adapt to evolving situations;
- Creative self-starter with a desire to serve the public interest;
- Strong time management and oral/written communications skills;
- Knowledge of basic office equipment and office software such as Google Drive and Microsoft Office Suite;
- Bachelor's degree required; and
- Valid CA driver license required.

## CONTACT INFORMATION:

Send resume and cover letter with subject 'Special Assistant' to [controller.galperin@lacity.org](mailto:controller.galperin@lacity.org)

*This position is an exempt, at-will position which does not accrue civil service tenure, contractual employment rights or due process rights. The position is appointed and serves at the pleasure of the City Controller and may be removed without any finding of cause by the City Controller. The City of Los Angeles is an Equal Employment Opportunity Employer*