

EXECUTIVE DIRECTOR

LOS ANGELES UNIFIED SCHOOL DISTRICT REDISTRICTING COMMISSION

Summary of Duties: Directs and participates in the development and implementation of policies, decisions, and orders of the Los Angeles Unified School District Redistricting Commission; acts as a liaison with other public and private agencies to provide cooperative action with regard to redistricting the Los Angeles Unified School Board Districts; organizes and supports public outreach activities of the Commission; plans, organizes, and directs the work of subordinates engaged in support activities; fulfills affirmative action responsibilities; and does related work.

This is a full-time, exempt position with a limited duration. Candidates must be available to begin immediately, and should expect that the position will expire between mid-June, 2021 to August 1, 2021.

Distinguishing Features: The Executive Director of the Los Angeles Unified School District Redistricting Commission will be a strong administrator capable of immediately implementing a new program. The Director will need to devote his/her full effort in the support of Commission activities, including the preparation of reports, planning and holding public hearings and meetings, hiring contractors or support staff who can support Commission activities, the preparation of proposed maps, and analyze a wide range of demographic and geographic data. The Director will be required to address public hearing and Council meetings. The Director should have a strong appreciation and understanding of the unique diversity of the Los Angeles Unified School District.

Examples of Duties: The Executive Director for the Los Angeles Unified School District Redistricting Commission:

- Hires with approval of the Commission Chair and Vice chairs, directs, and supervises Commission staff;
- Hires with approval of the Commission Chair and Vice chairs and manages contractors and consultants;
- Prepares budget and ensures delivery of work program within budget;
- Maintains liaison with public and private organizations concerned with City Council redistricting;
- Acts as liaison for the Los Angeles Unified School District Redistricting Commission with the City Council, Los Angeles Unified School District Board of Education and other elected officials;
- Provides information to the public and media on Commission activities;
- Conducts research and prepares reports and materials related to redistricting;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.

Qualifications: It is desirable that the Executive Director, Los Angeles Unified School District Redistricting Commission, have the following:

The ability to:

- Organize and conduct public meetings and hearings;
- Prepare and direct the preparation of clear, concise, and comprehensive reports as it relates to preparing a redistricting plan;
- Deal tactfully with elected officials, Commissioners, representatives of community organizations, and employees;
- Demonstrated ability to analyze and interpret a diverse set of data;
- Make effective oral presentations to a wide variety of groups;
- Lead and/or support outreach efforts to a broad range of local community stakeholders and diverse communities;
- Develop and execute a public outreach and engagement plan to solicit feedback from communities of interest;
- Research and present best practices and tools to support the integration of equity and inclusion into the Commission's work.

Knowledge of and familiarity with the communities of interest and school communities in the Los Angeles Unified School District; redistricting processes and legal requirements; demographic trends in the Los Angeles Unified School District; public and private organizations interested in redistricting processes; digital engagement using online platforms and tools when organizing and conducting public outreach to communities of interest; the governance of the Los Angeles Unified School District; supervisory principles and practices, including planning, delegating, and controlling the work of subordinates; Geographic Information Systems (GIS) and development of district maps; general research methods; and City personnel rules, policies, and procedures would be helpful. Prior experience working on the redistricting process in some capacity is preferred, but not required.

In order to avoid any appearance of conflict of interest, individuals who are currently employed, or have been employed, by or in the office of an elected City official or the campaign of an elected City official shall disclose such affiliation.

Successful candidates would likely have experience and knowledge usually gained through a Bachelor's degree in a related field, and 3-4 years of experience in an administrative capacity with growing responsibility and staff supervision.

Preferred Qualifications: Bachelor's or Associate's Degree

Licenses: A valid California driver's license may be required.

Pay: To be determined.

Interested candidates must submit their resume no later than January 8th, 2021, 5 p.m. Resumes must be submitted to Steve Luu, Office of the Chief Legislative Analyst, City Hall, Room 255, 200 N. Spring Street, Los Angeles, CA 90012, or by e-mail at steve.luu@lacity.org.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.