

# EXECUTIVE DIRECTOR

## LOS ANGELES CITY COUNCIL REDISTRICTING COMMISSION

**Summary of Duties:** Directs and participates in the development and implementation of policies, decisions, and orders of the Los Angeles City Council Redistricting Commission (Commission); acts as a liaison with other public and private agencies to provide cooperative action with regard to redistricting the City Council 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 by August 1, 2021.

**Distinguishing Features:** The Executive Director will be a strong administrator capable of immediately managing a complex Los Angeles City Council Redistricting process. 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 City of Los Angeles.

**Examples of Duties:** Serves as the Executive Director of the Los Angeles City Council 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 consisting of but not limited to key milestones, public hearings, data/map analysis, reports to the Commission and City Council within budget;
- Maintains liaison with public and private organizations interested in the City Council redistricting process;
- Acts as liaison for the Los Angeles City Council Redistricting Commission with the City Council and other elected officials;
- Field media inquiries and other public request for information related to 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 of the Los Angeles City Council Redistricting Commission have senior executive management experience along with the following:

**The ability to:**

- Demonstrate the experience to manage complex and multifaceted projects
- Be equity minded and committed to the importance of establishing representation across all communities
- Build strong relationships and communication skills across all communities
- Organize and conduct public meetings and hearings in accordance with the Brown Act and any other applicable policies and regulations;
- Prepare and direct the preparation of clear, concise, and comprehensive reports;
- Deal tactfully with elected officials, Commissioners, representatives of community organizations, and subordinates;
- Demonstrate the ability to analyze and interpret complex and diverse sets of data;
- Make effective oral presentations at Commission hearings and to community groups, as necessary; and deal effectively with conflict and manage difficult or complex situations.

Knowledge of the inner workings of City government; redistricting processes and legal requirements; demographic trends in the City of Los Angeles; communities of interest in the City of Los Angeles; public and private organizations interested in redistricting processes; supervisory principles and practices, including planning, delegating, and controlling the work of subordinates; general research methods; and City personnel rules, policies, and procedures is preferred.

In order to avoid any appearance of conflict of interest, current City employees and former City employees who have left City service within 12 months are not eligible to apply. Also, individuals who 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 at the time of application.

The City of Los Angeles is an equal employment opportunity employer. We encourage any and all qualified individuals to apply, regardless of their racial or ethnic background, sex, gender identity or other protected background.

**Minimum Requirements:** At least two (2) years of experience in an administrative position with staff supervisory responsibility

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

**Pay:** Annual Salary range is **\$180,000 - \$210,000**, commensurate with experience. This is a temporary position of limited duration of six to nine months.

**Interested candidates must submit their resume no later than February 16, 2021, by 5 p.m. Resumes must be submitted electronically to Oscar Ixco, Office of the Chief Legislative Analyst, City of Los Angeles at: [oscar.ixco@lacity.org](mailto:oscar.ixco@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.