



**POSITION ANNOUNCEMENT  
DISTRICT OFFICE LIAISON**

The Office of Councilmember Eunisses Hernandez is seeking a **District Office Liaison** who will be responsible for ensuring the constituents of Council District 1 are connected with the appropriate resources and people to address their concerns. They will work closely with the Field Team and City Hall staff to ensure constituents in the district have their needs met and that district priorities and information about important issues are proactively communicated to constituents. This position will work out of the Council District 1 Westlake Office Monday through Friday.

A District Office Liaison serves as a conduit between government and the community. The District Office Liaison must be proactive, have excellent customer service skills and should have strong ties to Council District 1 neighborhoods.

**Duties include, but are not limited to:**

- Answering phone calls and in-person requests at the District Office and triaging to the appropriate team members;
- Fielding, replying to, and relaying constituent concerns, complaints and ideas to appropriate CD1 staff to ensure that constituents' needs are met in a timely and satisfactory manner;
- Reviewing voicemail messages from the previous night and weekends;
- Opening and distributing of incoming mail to the appropriate team members;
- Maintain and organize lobby, conference room and front desk area;
- Work with city departments or contractors to maintain office cleanliness and functionality
- Maintain and assist staff with booking the conference area;
- Assisting with certificate and charter bus requests when necessary;
- Stepping in to drive/staff the Councilmember to her events when necessary;
- Staff the Councilmember when required at community events;
- Assist with planning certain office events;
- Updating manuals and directories as needed;
- Serve as a support to staff during times of other office absences; and
- Other duties as needed.



**The ideal candidate should have experience in the following:**

- Fluency in communicating in Spanish;
- Demonstrated commitment to social justice and enthusiasm about Councilmember Hernandez's policies, priorities and values;
- Diligence, high ethical standards, focus, flexibility, a capacity for hard work, and a willingness to work closely with multiple team members;
- Strong ability to communicate with team members and leadership team
- Strong orientation towards problem solving and conflict resolution
- Compassion, commitment to, and enthusiasm for addressing the concerns and needs of CD1 constituents;
- Solutions oriented, Self motivated and proactive attitude
- Deep knowledge of and ties to District 1 is encouraged;
- Must be a team player.

The position is full-time and exempt from Civil Service. Yearly Salary Scale: \$60,364.08 - \$65,479.68. Compensation will be based on experience and commensurate with experience, and includes a high-quality benefits package; 13 paid holidays per year; flexible plans for multi-option health, dental, and vision coverage; and family and domestic partner leave.

In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to being hired by the hiring City department. The ordinance is available at [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf).

**If you are interested in applying, please provide a cover letter and resume when completing our online application at [bit.ly/CouncilDistrict1Jobs](https://bit.ly/CouncilDistrict1Jobs).**

*The City of Los Angeles values diversity, equity, and inclusion in its workforce. We encourage any and all qualified individuals to apply, regardless of their racial or ethnic background, sex, gender identity, or any other protected trait or characteristic.*