

POSITION ANNOUNCEMENT:

The Office of Councilmember Eunisses Hernandez is seeking a thoughtful, hard-working, and compassionate team member to work in a collaborative, fast-paced environment as a **Special Projects Deputy** who will analyze and recommend solutions for a variety of issue areas. The Special Projects Deputy will act broadly as a technical expert on project management, data collection, analysis, and process improvement.

The ideal candidate should demonstrate a commitment to racial and economic justice and possess a strong understanding of the diverse communities and neighborhoods within CD1.

Duties include, but are not limited to:

- Working creatively to problem solve on behalf of constituents and identify governmental and nongovernmental solutions to neighborhood concerns;
- Designing process improvements for district-wide services, including leveraging GIS and data analysis to deploy CD1 Clean Teams and other resources across neighborhoods;
- Consistent record management utilizing CD1 project management software;
- Delivering maps, visualizations, graphics, presentations, and other projects to improve the accessibility of complex municipal services;
- Overseeing project management and analytics for strategic initiatives that require cross-team collaboration and communication to ensure deadlines are met;
- Working with community groups, City departments, and other stakeholders on neighborhood initiatives;
- Staffing events and meetings; and
- Other duties and tasks as assigned.

The ideal candidate should have experience in the following:

- Demonstrated commitment to social justice and enthusiasm about Councilmember Hernandez's policies, priorities and values;
- Adept at applying tools, technologies and established best practices to deliver innovative solutions to complex problems;
- Ability to communicate effectively to establish a shared vision and understanding of a project's objectives and goals;
- Familiarity with mapping and data visualization tools, such as ESRI, Tableau, Mapbox, Google Data Studio, Power BI, or similar tools;



- Strong interpersonal and organizational skills and an ability to adapt to evolving situations;
- Experience in government or public sector and/or elected official's office preferred;
- Diligence, high ethical standards, focus, flexibility, a capacity for hard work, and a willingness to work closely with multiple team members;
- An ability to work independently when needed;
- Passionate about learning new skills and technologies.

The position is full-time and exempt from Civil Service. **Yearly Salary Scale: \$75,898.80 - \$86,923.44.** 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.

If you are interested in applying, please provide a cover letter, resume, and writing sample when completing our online application at bit.ly/EunissesStaff.

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.