



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EXEMPT EMPLOYMENT OPPORTUNITY

Assistant Chief Grants Administrator (1577) Economic Development Division

Annual Salary: \$99,639.36 - \$145,679.76

OVERVIEW

The Economic and Workforce Development Department (EWDD) is accepting applications to fill one (1) Assistant Chief Grants Administrator. The position is assigned to the Market Investments and Innovation Unit in the Economic Development Division and will manage a newly expanded Business Advancement Team. The Business Advancement Team will be responsible for providing local businesses and prospective entrepreneurs with dedicated business assistance related to loans, licensure, permits and other highly specialized information. This Team will also proactively work on issues such as business attractions, retention, growth, job creation and creating a new Rapid Response service for businesses operating in the City of Los Angeles.

The primary work location for this position is at 1200 West 7th Street, 6th Floor, Los Angeles, CA 90017. The duties and responsibilities of this position include, but are not limited to the following:

- Oversee the expansion and management of the Business Advancement Team.
- Act as the lead staff person and oversees staff supporting the Small Business Commission.
- Oversee the implementation of business incentive programs.
- Direct the creation of a new Rapid Response service for Los Angeles businesses.
- Interact and/or coordinate with other City departments, the Office of the Mayor, Council Offices, and members of the business community to help solve problems experienced by LA Businesses with City rules and processes.
- Supervise staff assigned to the Business Advancement Team.

MINIMUM REQUIREMENTS

1. Two years full-time paid experience in a position at the level of Senior Management Analyst supervising professional employees engaged in the design, implementation, administration or evaluation of employment, training, housing or community development programs or senior citizen's services or in negotiating and preparing contracts for such programs.
2. Possession of a valid California Class "C" driver's license and a good driving record are required at the time of application.

****NOTE:** For qualifying work experience gained with employers other than the City of Los Angeles, the term "professional experience" means work experience in a position that requires the possession of a four-year degree from a recognized college or university in order to obtain that position. Therefore, to be considered "professional", non-City qualifying experience must be gained in positions held after obtaining a four-year degree.

DESIRED QUALIFICATIONS

The preferred candidate will demonstrate experience in private sector business outreach, education, support, and liaison activities, as well as experience in identifying and providing solutions to the needs of business communities. The preferred candidates must also have the ability to make concise, logical, and persuasive oral and written presentations; and be proficient with Microsoft Word and Excel.

Candidates must meet all minimum eligibility requirements by the application period deadline.

HOW TO APPLY

Applications will only be accepted in person, by email, or by US Mail. Interested candidates should immediately submit the following:

1. Résumé detailing applicable background and work experience.
2. A completed City of Los Angeles job application (revised version dated 05/2014). Applications may be accessed at per.lacity.org/appform.htm

If submitting by email, the email must be sent to tonja.bellard@lacity.org. The subject line must read, "Assistant Chief Grants Administrator" – then the applicant's first and last name.

If submitting by US Mail, send to the following:

Economic and Workforce Development Department
Human Resources Division – Mail Stop 854
Attn: Tonja Bellard
1200 W. 7th Street, 4th Floor
Los Angeles, CA 90017

Incorrect, incomplete applications, and/or older versions of the City job application, or those stating "see résumé" for work experience WILL NOT be considered.

Applications may be reviewed for candidate's experience and qualifications as it relates to the duties and responsibilities described above; a screening process may be applied to determine a reasonable number of candidates with the most relevant background and experience to interview. Only the most qualified candidates will be invited to participate in the interview process for further evaluation.

Deadline to apply: *Open until sufficient applications are received. May close at any time.*