

Community Business Manager

City of LA Office of the Mayor
Los Angeles, CA 90012

POSITION DESCRIPTION:

Reporting to the Director of Community Business, the Community Business Manager position is responsible for developing and administering economic development and community programs that support the establishment and growth of businesses in the City of Los Angeles. This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

RESPONSIBILITIES:

Duties may include, but are not limited to, the following:

- Authors policy memos regarding pertinent business policy topics and issues as they arise.
- Drafts briefing papers, talking points, and provides on-site staffing for meetings/events the Mayor and Deputy Mayor attend for policy areas related to the role.
- Works with industry groups, councils, and other internal and external stakeholders to determine ways to support key industries and improve business viability in Los Angeles.
- Raises awareness in the business community about business development programs offered by the City of Los Angeles and its partners.
- Possesses strong community relationships that can be leveraged to advance economic development priorities and drive results through initiatives and programs.
- Tracks and summarizes the current economic climate in the city, including unemployment rates, employment growth, and other economic trends.
- Works with businesses located in and considering locating to Los Angeles to help increase economic activity by attracting new businesses, helping current businesses expand, and clearing bureaucratic roadblocks for businesses.
- Represents the City at public hearings, community meetings and conferences.
- Handles high-priority, sensitive, and/or confidential issues, referring them to appropriate agencies or shepherding through to resolution.
- Works with City departments and divisions to ensure that projects are progressing and business inquiries are addressed in a timely manner.
- Performs related duties as required.

QUALIFICATIONS AND EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Four years of increasingly responsible experience in the administration of redevelopment, economic development and/or land use planning programs with at least two years of responsible project management experience.
- Undergraduate degree, ideally in business, public policy, urban planning, economics, law or closely related field.
- Advanced degree a plus.
- Spanish language proficiency is a plus.

The ideal candidate will possess a passion for making meaningful, sustainable change in Los Angeles and is ready to work in a fast-paced, high-pressure, openly collaborative work environment. Candidate should have a thorough understanding of business operations and must have strong writing, organizational, communication and interpersonal skills. Interaction with elected officials and business executives is expected so the candidate must be able to communicate professionally and effectively. *This is an exempt, at-will position. The individual appointed to this position will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.*

Job Type: Full-time

Experience:

- Business Development: 3 years (Preferred)
- Public Policy: 1 year (Preferred)

Language:

- Spanish (Preferred)

Benefits offered:

- Health, dental, and life insurance
- Retirement benefits or accounts
- Paid time off

To apply, please send a resume and cover letter to Leila Lee, leila.lee@lacity.org, by June 18, 2021, at 6 PM PST.