CITY OF LOS ANGELES, BOARD OF PUBLIC WORKS
DIRECTOR OF CLIMATE EMERGENCY MOBILIZATION
(Principal Project Coordinator - $98,553 to $144,072)
Salary Commensurate With Experience and Qualifications
This position will be filled as exempt from Civil Service*

The City of Los Angeles, Board of Public Works (Board) is a five-member executive team that governs and administers the City of Los Angeles, Department of Public Works (Department). The Department is comprised of five bureaus - Sanitation, Street Services, Street Lighting, Engineering, and Contract Administration - and eight Board Offices.

Effective July 3, 2019, the City Council approved the establishment of the Office of Climate Emergency Mobilization (CEM) and the Climate Emergency Commission (CEC) to work on climate emergency-related matters impacting the City and region. The Board of Public Works is seeking a Director of Climate Emergency Mobilization who will oversee the new Office of CEM. The position will be responsible for handling climate emergency-related matters, facilitating the objectives and supporting the goals of the CEC, and serving as the liaison between the Mayor, City Council, CEC, Community Assemblies, and the Executive Officer of the Board.

JOB DESCRIPTION AND DUTIES:
The Director of CEM will oversee the Office of CEM, and administration of the day-to-day function of the CEC. The position will support regular meetings of the CEC, release and post CEC agendas; manage, plan, organize and direct the work of the Office of CEM, CEC, and neighborhood Community Assemblies. The Director of CEM will develop, formulate, report, and track on CEC annual budget revenues and expenditures. This position will report to the CEC on the City of Los Angeles’ progress towards its climate and clean air goals with special focus on underserved communities, report to the Energy, Climate Change and Environmental Justice Committee, or other City Council committees as needed. The Director of CEM will develop a strategic plan for the office, including how to operationalize the recommendations from Community Assemblies and conduct citywide mobilization on climate and clean air action. The strategic plan will include potential deliverables for the CEC such as studies or reports with recommendations to the CEC that enable the City to effectively respond to climate change and, in particular but not limited to, the needs in and priorities of underserved communities. The position will also develop and deploy a communication strategy plan to share information, improve community and civic engagement, and track success toward achieving priorities and outcomes.

MINIMUM REQUIREMENTS:
• Bachelor’s Degree from an accredited four-year college/university; and
• Minimum of four (4) years of professional experience building, facilitating, or managing community-based activities.

DESIRED QUALIFICATIONS:
• More than 5 years of experience as an environmental science, economics, policy or environmental justice professional
• Experience managing stakeholder committees, working groups, task forces, and working with local government is highly desired.
• Disciplines in environmental science or justice, business administration, economics, or public policy or administration.
• Master’s degree or equivalent is highly desired.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of air quality and specific climate change risks and potential impacts in Los Angeles, and the measures the City has identified to address them
• Knowledge/experience working with underrepresented, underserved communities in Los Angeles
• Knowledge of city government operations, management, and rule making
• Excellent oral and written communication skills
• Excellent organizational and interpersonal skills
• Ability to prepare and present oral and written presentations
• Ability to communicate effectively with city staff and staff from elected offices;
• Ability to build excellent working relationships with peers, staff, professional contacts, and community members from different backgrounds and viewpoints;
• Ability to operate independently and develop goals in support of a work plan
• Ability to manage conflict, coupled with a high degree of emotional intelligence
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HOW TO APPLY:
Interested candidates should submit a (1) letter of interest, (2) resume, (3) completed City Job application, and (4) at least three work-related references (include names, titles, affiliations and telephone numbers) by the filing deadline.

Please submit your entire application pack via e-mail on or by 5:00 p.m. (PST), Friday, January 10, 2020, to: City of Los Angeles, Personnel Department at per.hiremebpw@lacity.org. E-mail subject line should read: “Director of Climate Emergency Mobilization.” Questions may be referred to Antonio Zepeda at (213) 978-1807. The City Application can be downloaded at http://per.lacity.org/application.pdf. The application must be scanned as a single PDF file and submitted electronically.

SELECTION PROCESS:
The selection process will include an oral interview, and may include a written exercise, to determine the most qualified candidate for this position. In the event that there is a large candidate pool, screening criteria will be used to bring the most qualified individuals forward to the interview process.

*The Director of Climate Emergency Mobilization is an exempt, at-will, management position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. The Director of Climate Emergency Mobilization is appointed by, and serves at the pleasure of the Board of Public Works and the Board’s Executive Officer.