

**OFFICE OF COUNCILWOMAN MONICA RODRIGUEZ
LOS ANGELES CITY COUNCIL DISTRICT 7
EMPLOYMENT OPPORTUNITY**

LEGISLATIVE DEPUTY

Los Angeles City Councilwoman Monica Rodriguez is seeking a highly motivated individual interested in working as a Legislative Deputy serving Council District 7 for the communities of Pacoima, Sylmar, Mission Hills, North Hills, Lake View Terrace, Shadow Hills, La Tuna Canyon, Sunland and Tujunga.

DESCRIPTION: The Legislative Deputy will work on varied policy issues including housing and homelessness. The Legislative Deputy is responsible for managing and tracking the Councilwoman's legislative priorities in coordination with the team and staffing Council meetings and committees as needed. The Legislative Deputy reports to the Policy Director.

DUTIES:

- Monitor agendas for council & committee meetings, as well as relevant commissions and inform the team of policy items.
- Review committee and department reports and draft briefing memos.
- Staff the Councilwoman at council meetings, committee meetings, and other assigned meetings and events.
- Attend other committee or commission meetings when relevant items are considered.
- Track motions and shepherd them through the legislative process to adoption.
- Develop and implement policy initiatives that improve outcomes for Angelenos.
- Communicate with Legislative Deputies in other offices regarding scheduling motions and reports for hearings in committees.
- Track motions, reports, ordinances, resolutions of Citywide importance, and those specific to CD 7, and those that impact on CD 7.
- Represent the Councilwoman at hearings, meetings, and community events.
- Draft, edit, and prepare correspondence, briefing memos, motions, resolutions, and other documents.
- Draft content for external communications including newsletters and social media.
- Build and maintain relationships with City department staff, offices of other elected officials, and community stakeholders.
- Respond to constituent questions about pending legislation.

REQUIREMENTS:

- Bachelor's degree preferred in Political Science, Public Administration, or related field.
- 1-3 years experience working for an elected official, in government relations, or on behalf of an advocacy organization.
- Excellent written and verbal and communication skills.
- Self-directed and able to multitask in a fast-paced team environment.
- Ability to analyze a large volume of information and communicate what is important clearly and concisely.
- Ability to work evenings and weekends.

The ideal candidate will possess a passion for serving the community and its residents; should have experience with public speaking; working knowledge of/or background in government and/the communities of Council District 7; demonstrate an excellent ability to communicate in writing; be detailed-oriented and a self-starter; have good judgment, and a strong ability to achieve established goals, as well as the ability to work as a part of a team in a fast paced environment.

SALARY: The annual base salary for this position is in the range of \$50,000-70,000. The exact salary compensation will be based on skills and experience. Please submit a resume and cover letter to Councilmember.Rodriguez@lacity.org with "Legislative Deputy" in the subject line.

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.

The position will remain open until sufficient applications have been received. 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.

The City of Los Angeles is an Equal Employment Opportunity Employer. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities.