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

CASEWORKER

Los Angeles City Councilwoman Monica Rodriguez is seeking a highly motivated and detail oriented individual, with a passion for community, to serve as a caseworker to provide excellent constituent services in Council District 7, which includes the communities of Pacoima, Sylmar, Mission Hills, North Hills, Lake View Terrace, Shadow Hills, La Tuna Canyon, Sunland and Tujunga.

DESCRIPTION: The caseworker represents the Councilwoman in the local field office within Council District 7 and provides direct assistance to constituents, businesses, homeowners and tenants, and community organizations. The caseworker provides administrative support and helps to manage the daily operations of the field office. The Case Worker will report to the District Director.

DUTIES

- Assist constituents with their requests, interfacing with City Departments to address service requests and other community and/or neighborhood projects.
- Conduct weekly community drives to assess community needs.
- Follow-up with City Departments regarding constituent requests.
- Work with area representatives on complex issues such as homelessness, illegal dumping and sidewalk repair as needed.
- Draft letters to constituents and City Departments.
- Draft special letters on request from the City Hall office.
- Answer office phones and support the front office as needed.
- Maintain reports and status of all constituent service requests.
- Attend all staff events, community events and meetings as needed.
- Other duties as assigned.

REQUIREMENTS:

- The ability to communicate effectively, prioritize and juggle multiple demands and manage details.
- Very strong organizational skills.
- Strong writing skills and some experience writing correspondence.
- Ability to work on evenings and weekends.
- Proficiency with office equipment and technology.
- Spanish speaking preferred.

The ideal candidate will possess a passion for serving the community and its residents; should have experience interfacing with public; 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 $50,000-60,000. The exact salary compensation will be based on skills and experience.Please submit resume and cover letter to Councilmember.Rodriguez@lacity.org with **"CASE WORKER"** in the subject line.

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.