This position is exempt from Civil Service*
Annual Salary: $145,867.68 to $181,217.52

The Bureau of Street Services seeks an experienced individual for the position of Assistant Director. The Assistant Director reports to the Director of the Bureau of Street Services and may be required to act as the Bureau Director in his absence; he/she must be available for meetings and/or to make presentations at any given time, including evenings and weekends. The position is exempt from Civil Service.

**DUTIES**

The selected candidate will be assigned to manage, through Division Managers and subordinate Supervisors, the activities of the Bureau’s Resurfacing and Reconstruction Division, the Methods and Standards Division, the Pavement Management Section, and the Emergency Operations Section. In addition to possessing subject matter expertise involving these Divisions, this individual will be the lead in:

- Oversight of the Bureau’s Pavement Preservation Program,
- Development, implementation, and oversight of the Bureau’s Five-Year Strategic Plan,
- Development, implementation and oversight of the Bureau’s Performance Measure Units to subsequently create a BSS-STAT group that will ensure the proper tracking and the efficient completion of the Bureau’s major programs,
- Development and implementation of personnel policies and procedures to ensure efficiency and effectiveness throughout the Divisions under his/her oversight,
- Implementation of the latest technologies, including high-tech and “green” systems to improve Divisional productivity and efficiencies throughout the Divisions under his/her oversight,
- Development, implementation, and oversight of the Bureau’s “Neighborhod Integration Plan” and,
- Performing intergovernmental relations as this person will be the Bureau’s main liaison to offices of City elected officials, Neighborhood Councils, legislative bodies, and other city and non-city agencies.

In addition to a strong institutional knowledge, the ideal candidate is open-minded, committed to continuous process improvement and must have strong supervisory, management and problem-solving skills. Furthermore, the candidates must have vast experience in strategic planning, intergovernmental relations on legislative and administrative matters, and profound knowledge and experience with City of Los Angeles policy development and implementation.

**DESIRED QUALIFICATIONS**

Five (5) years of full-time paid experience with the City of Los Angeles, Department of Public Works in a position at least at the level of Street Services Superintendent, or one
(1) year of full-time paid experience with the City of Los Angeles, Department of Public Works in a position at least at the level of Street Services General Superintendent.

The ability to manage a variety of projects simultaneously in a complex, political environment; the ability to work effectively with elected and appointed City officials and community groups; the ability to effectively plan, organize and delegate work; exceptional interpersonal skills; excellent written and oral communication skills; and the ability to be a “forward thinker/agent of change”.

A four-year degree from an accredited University is highly desirable as well as a Graduate Degree in Public Administration, Public Policy, Urban Planning, or Engineering.

TO APPLY

Interested applicants should immediately submit a resume, the names and telephone numbers of at least three work-related references, and a letter of interest detailing qualifying experience:

- Position title and employment dates;
- Name of organization;
- Organization structure (narrative statement and organization chart showing the date, size, and scope of activities and functions for which you are/were responsible and the relationships of these activities and functions to other departments/bureaus/divisions within the organization);
- Brief description of your responsibilities, including program formulation and implementation; and operation control and direction; and
- Brief description of your management experience at the required level.

Interested applicants shall submit the above information to:

City of Los Angeles Personnel Department
Attn: Orlando Lepe – Executive Recruitment
Email: per.execsearch@lacity.org

(Note: When e-mailing your application material, the subject line should reflect your Name and the Job Title you are applying for.)

Questions may be referred to Orlando Lepe at (213) 473-9367 or Leonard Torres at (213) 473-9394

APPLICATION DEADLINE

The filing period may close anytime on or after Wednesday, March 4, 2015

Only the most qualified individuals will be invited to participate in the next phase of the selection process that will include personal interviews.

* This position is intended to be hired exempt from civil service meaning it is an at-will position. The incumbent 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 appointing authority. Such removal would not be reviewable or appealable.

The City of Los Angeles is an Equal Employment Opportunity Employer