



ERIC GARCETTI
MAYOR

Homelessness Policy Director

Department: Mayor's Office of Economic Opportunity

Location: Los Angeles City Hall

Terms: Full-Time Exempt

Under the direction of the Deputy Mayor of Economic Opportunity, the Homelessness Policy Director will lead the development and execution of strategies to address homelessness. The mission of the Mayor's Office of Economic Opportunity is the elimination and prevention of homelessness and poverty, with compassion and inclusion, through education, training, and employment at a livable wage. The Office of Economic Opportunity collaborates with local, state and federal partners to coordinate resources to end homelessness. Building on current efforts, the Homeless Policy Director is responsible for implementing the office's strategy to address homelessness and working with partners to coordinate resources and to develop and administer policy, programs, and projects that ultimately ends homelessness.

The successful candidate will perform a variety of administrative functions and work collaboratively with city departments, community organizations, philanthropy, federal and state agencies, nonprofits, lenders, and other stakeholder to advocate for and build on current efforts to address the needs of those experiencing homelessness.

Duties and Responsibilities:

- Partner with stakeholders, including but not limited to, governmental, non-profit, philanthropy and community-based organizations to coordinate resources, to develop policy or secure resources to house and provide services to homeless people to end homelessness.
- Participate in collaborative meetings and work with partners to identify tactical actions and policies and advise the Mayor's Office on issues affecting homeless people.
- Identify and recommend opportunities for the City to initiate or implement to achieve the goal to end and prevent homelessness.
- Strategically coordinate and leverage public and private resources for additional assistance to homeless people.
- Represent the Mayor's Office at various collaborative and community meetings and act as liaison to stakeholders such as the City Council, county, state and federal agencies, service providers, advocates, philanthropy and other stakeholders.
- Reach out to and develop relationships with community groups, advocates, government entities, service providers, philanthropy and other stakeholders.
- Monitor and analyze policy and work with partners to develop needed policy and strategies.
- Other duties as assigned.

Position Requirements:

Training and Experience

- Bachelor's degree from an accredited university; advanced degree highly desirable.
- At least five years relevant work experience managing projects.
- Knowledge of the social services field and/or successful management and implementation of homeless policies, programs and/or projects in the non-profit, government, or private sector.

Desired Competencies

- The successful candidate will be collaborative and a problem solver. Her/his work will be driven by strategic thinking and executed with creativity and efficiency.
- Ability to establish excellent relationships and work cooperatively with individuals, groups and organizations diverse in mission, composition, function, and capacity.
- Knowledge and understanding of policy, systems and local programs that impact homeless persons and related public funding sources, regulations, requirements and procedure.
- Detailed-oriented, strong follow-through skills.
- Ability to take initiative, prioritize tasks, and work independently.
- Excellent communication skills, both verbal and written.
- Displays maturity and ability to work independently.
- Demonstrated flexibility, maturity and ability to juggle competing priorities.
- Communicates well with others and demonstrates strong interpersonal skills.
- Ability to maintain a calm, professional demeanor in the face of competing demands and external pressures.
- Flexibility and a sense of humor.

Other Desired Skills and Requirements

- Proficient in office software including Microsoft Office (Word, Excel, Outlook, and Publisher) and internet.
- A valid Driver's License is required.

Salary:

Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

Contact Information:

Qualified candidates should email a cover letter and resume no later than Thursday, April 5, 2018 to:

Lida Granados
Executive Assistant to Deputy Mayor Brenda Shockley
Mayor's Office of Economic Opportunity
Lida.Granados@lacity.org