



CITY OF LOS ANGELES

invites your interest in the position of

CITY ADMINISTRATIVE OFFICER

OFFICE OF THE CITY ADMINISTRATIVE OFFICER



LOS ANGELES – BUILDING A FUTURE OF OPPORTUNITY AND PROSPERITY FOR ALL

Los Angeles is the second-largest and most diverse city in the United States. The L.A. region is an economic engine powered by a broad array of industries from entertainment and technology to manufacturing and healthcare. Los Angeles is a global city, connected to the world by its municipally owned airport and port, which are America's primary travel and trade gateways to Asia and Latin America. From Hollywood to the San Fernando Valley, and from Downtown to the Pacific Ocean, Los Angeles is rich with natural beauty, iconic sights and urban attractions that make it one of the most desirable places to live and visit in the world.

City Governance Structure

Incorporated in 1850, Los Angeles is a charter city governed by the Mayor and the City Council. The 15 members of the City Council serve full-time and are elected by district. The Controller and City Attorney are elected citywide.

City Organization Structure

The City of Los Angeles has 36 departments, bureaus, and offices that receive budget funding annually at the direction of the Mayor and City Council. Of these, the City has six proprietary agencies — three dedicated to managing City employee retirement plans, and three operating departments. These three operating departments — the Los Angeles Department of Water and Power, Los Angeles World Airports and the Port of Los Angeles — are governed by citizen commissions, and fund themselves solely with revenue generated by their own operations.

GOALS AND PRIORITIES OF THE CITY OF LOS ANGELES

Fiscal Responsibility - The City is working to eliminate the structural deficit and building a strong reserve fund while protecting Angelenos from cuts to city services.

A Livable City - Los Angeles is taking aggressive steps to make L.A.'s resources more sustainable, its neighborhoods more beautiful, and its parks and open space more accessible.

Public Safety - The City is working to make neighborhoods safer for all Angelenos and establishing itself as a model for cities around the world.

Infrastructure - The way we invest in the City's infrastructure today will determine how prosperous, accessible, mobile, efficient and globally competitive our economy can be in the future. The City of Los Angeles is committed to growing and modernizing its port and airport, its public transportation system, its housing stock and its digital infrastructure.

Economic Development & Opportunity - Over the last four years, Los Angeles has created a historic number of jobs, raised wages for workers, cut its unemployment rate in half and attracted record levels of investment. The City will continue working to grow the economy in ways that support the dreams and ambitions of all Angelenos by creating clearer and more accessible pathways to prosperity, helping students succeed, and making it easier for businesses to grow, thrive, and innovate.

Sustainability - Building a sustainable future is a top priority for the City of Los Angeles. The City is taking aggressive steps to grow the cleantech economy and create green jobs, cut carbon emissions, and use our natural resources more efficiently. The City will continue to focus on these goals in the coming years.

Innovation - Los Angeles is a global focal point for innovation. The City is committed to drawing on the innovative spirit that exists in L.A., collaborating with the private sector, and proactively embracing new ways to improve basic services and the quality of life for all Angelenos.

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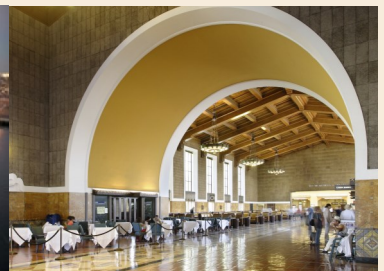
As defined in the City's Charter, the Office of the City Administrative Officer (CAO) prepares the City budget, plans and directs the administration of the budget and directs the development of work programs and standards on a city-wide basis. In addition to budget responsibilities, the Office of the CAO also conducts studies and investigations, carries out research and makes recommendations on a wide variety of City management matters for the Mayor and Council. The Office also provides advice to management during negotiations for all labor contracts. The CAO's office has an operating budget of \$18 million and includes 120 employees.

Executive Responsibilities of the CAO

The CAO is the chief management and financial advisor to both the Mayor and the City Council, tasked with identifying challenges and opportunities in the delivery of municipal services, and providing trusted advice on all aspects of the fiscal health and well-being of the City.

The CAO is an at-will executive level position appointed by the Mayor, subject to confirmation by the City Council. The CAO assists the Mayor in preparing the city-wide budget and later presents the budget to the City Council for approval and reviews its implementation throughout the year. The CAO is also responsible for financial proposals and recommendations regarding an array of complex administrative and operational functions related to both individual departments and city-wide policy matters. These analyses are provided to the City's leadership and department managers to support finance and policy development throughout the year.

The CAO also acts as the City's chief negotiator, interacting with the array of recognized employee associations and union organizations.



The CAO regularly assesses opportunities for organizational improvement, efficiencies and cost savings. The CAO provides ongoing insight to the Mayor and Council on the City's current and future needs, and identifies the resources required to ensure those needs are met. The CAO implements financial and policy decisions adopted and approved by the Mayor and City Council in accordance with the City's short-and-long-term goals. The CAO applies forward-thinking strategies related to the City's fiscal condition and organizational needs. In addition to providing the Mayor and Council with timely, accurate information on the progress and financial status of City operations, the CAO establishes and maintains productive relationships with department managers to ensure ongoing cooperation and alignment on City initiatives and priorities. As such, the CAO will also join efforts already underway to ensure integration of the City's financial systems and implementation of financial reporting and data management.

Ultimately, the goal of the CAO is to enhance and foster city-wide operations that are responsive, efficient and cost-effective.

THE IDEAL CANDIDATE

The City Administrative Officer for the City of Los Angeles will be the rare professional who can establish credibility as a decisive, results-oriented professional committed to excellence, and who can provide effective, creative leadership toward organizational improvement at City Hall. Seasoned in all aspects of municipal finance, the successful candidate will bring a clear bottom-line orientation to every aspect of the work, as well as the ethical standards, interpersonal skills, and negotiation abilities to establish an organizational culture that recognizes and encourages excellence. The CAO will have senior executive experience and will be adept at building and maintaining trusted working relationships with a wide variety of groups and individuals. The CAO will be an exceptional listener and communicator. While apolitical, the CAO will be accomplished at managing varied, dynamic and sometimes competing demands.

QUALIFYING EXPERIENCE AND EDUCATION

Experience:

The successful candidate will have substantial executive-level experience overseeing and leading a complex organization with a strong emphasis on fiscal acumen and organizational and budget expertise. Individuals with a combination of private and public sector service are strongly encouraged to pursue this opportunity.

Education:

Bachelor's degree strongly desired. Master's or other advanced degree is a significant plus.

EXECUTIVE COMPENSATION

A competitive compensation package will be offered for this at-will executive position. Salary range is \$229,074 to \$406,157 with an excellent benefits package which includes a retirement plan through the Los Angeles City Employees' Retirement System (LACERS), as well as an automobile allowance.

TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. The final date for submission of resume packages is **Friday, March 17, 2017**, or until a sufficient candidate pool is achieved.

Electronic submittals are required. Interested candidates should immediately submit a resume, compelling cover letter of interest, salary history and professional references to:

City of Los Angeles Personnel Department
Attn: Leonard Torres – Executive Recruitment
Email: Per.ExecSearch@lacity.org

Questions may be referred to Leonard Torres at (213) 473-9394 or Janell Ishii Hata (213) 473-9393.

Only the top tier of candidates will be presented to Mayor Garcetti and later presented to the City Council for confirmation.



The City of Los Angeles is an Equal Employment Opportunity Employer

