



# HILDA L. SOLIS

Los Angeles County Supervisor  
First District

## Job Announcement

### San Gabriel Valley Field Deputy/Community Liaison

Los Angeles County Supervisor Hilda L. Solis seeks an experienced Field Deputy that will serve as a liaison to the First Supervisorial District communities. The candidate must be community-oriented and have a passion for public policy. They must be fluent in Mandarin, Cantonese, and/or Vietnamese.

The First District is home to two million residents, across 246 square miles, in diverse communities from unincorporated East Los Angeles to Valinda, MacArthur Park to Eagle Rock, and South Gate to Pomona.

A Field Deputy serves as the Supervisor's representative to constituents, government agencies, businesses, and local community groups. The Deputy must be proactive and community-oriented. The Deputy will assist with engagement and casework for the unincorporated areas of the District, by ensuring residents receive municipal services, and that any concerns or complaints are properly addressed. In addition, the Deputy works to assess the needs of unincorporated areas which are under County jurisdiction. The Deputy partners with cities in the First District to improve the quality of life for residents. Other duties and responsibilities are listed and described below. **This is a professional staff position that will require work hours beyond the normal work day and will include weekend and holiday work. The position is exempt and unclassified.**

Duties and responsibilities:

- Act as liaison, problem solver, and facilitator for communities of the District.
- Represent the Supervisor at meetings of local government and community groups, and report back with recommendations for action on issues of importance to the District.
- Track District priorities, recommend strategies to achieve those priorities, and execute a District plan.
- Identify, plan and coordinate events for the Supervisor, which include advancing the event site and writing event memorandums, talking points, and preparing background information.

- Respond to constituent inquiries and manage casework in partnership with a team, particularly in the areas of public safety and service delivery by Los Angeles County departments.
- Establish and maintain cooperative relationships with elected officials, government agencies, community-based organizations, constituent groups, and business leaders.
- Organize individuals, neighborhoods, and coalitions around key issues.
- Understand and communicate the services the County can provide to constituents in need.

### Qualifications

- Minimum of three years of professional experience in a related field such as constituent relations, community organizing, community service provision, program management, or coalition-building.
- Must be fluent in Mandarin, Cantonese, and/or Vietnamese.
- Excellent interpersonal skills, including the ability to effectively interact with colleagues, elected officials, corporate/business representatives, community members, and the general public.
- Strong writing skills, ability to research and draft memorandums, reports, and talking points.
- Proven organizational and management skills, ability to handle multiple tasks, and prioritize workload in a fast-paced environment.
- Ability to work both independently and collaboratively, with sound decision-making and willingness to take direction.
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds.
- Familiarity with communities of the First District.
- Manage a demanding and unpredictable schedule, including evenings, weekends and holidays as needed.
- Experience in civic engagement, and/or advocacy preferred but not required.
- A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
- Ability to attend meetings and community events throughout Los Angeles County.
- Bachelor's degree or higher and/or equivalent experience is preferred.

This is not an entry-level position; the office seeks a professional ready to “hit the ground running”. Please submit a resume, cover letter, writing sample, and salary requirements to Barbara Garcia at [firstdistrictjobs@bos.lacounty.gov](mailto:firstdistrictjobs@bos.lacounty.gov) with “San Gabriel Valley Field Deputy/Community Liaison” in the subject line.