



HILDA L. SOLIS

Los Angeles County Supervisor
First District

Job Announcement

Field Deputy - Northeast Los Angeles

Los Angeles County Supervisor Hilda L. Solis seeks an experienced Field Deputy that will serve as a liaison to the First Supervisorial District communities of Northeast and Central Los Angeles. These communities are among the most diverse and populous within the First District and the County, including communities such as Highland Park, Eagle Rock, Echo Park, Westlake, Pico-Union, and El Sereno among others.

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 also partners with cities in the First District to improve the quality of life for residents. Other duties and responsibilities are listed and described below.

Duties and responsibilities:

- Act as liaison, problem solver, and facilitator for the incorporated Northeast and Central Los Angeles communities of the First 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, recommending strategies to achieve those priorities, and executing a District plan.
- Identify, plan, and coordinate events for the Supervisor, which include advancing the event location, 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.
- Evaluate and vet services and organizations that may be eligible for grants from the Supervisor, as well as proactively recommending geographical areas and types of services to receive grants and invest in communities.

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.
- 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, linguistic, ethnoreligious, and socioeconomic backgrounds.
- Familiarity with the Northeast and Central Los Angeles communities of the First District.
- Familiarity with local government structure and the types of municipal services that are provided to residents in Los Angeles City and County.
- Manage a demanding and unpredictable schedule, including evenings, weekends, and holidays as needed.
- Fluency in Spanish recommended; experience in civic engagement, and/or advocacy preferred but not required.
- Bachelor's degree or higher and/or equivalent experience is preferred.
- 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.

Please note that this is a professional level 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.

Please submit a resume, cover letter, writing sample, and salary requirements to Barbara Garcia at Firstdistrictjobs@bos.lacounty.gov with "Field Deputy - Northeast Los Angeles" in the subject line.