

**EXEMPT EMPLOYMENT OPPORTUNITY
PRINCIPAL PROJECT COORDINATOR
OFFICE OF THE CITY ADMINISTRATIVE OFFICER**

There are two positions that will be assigned to work in the Asset Management Strategic Planning Unit (AMSP) in the office of the City Administrative Officer (CAO).

ANNUAL SALARY:

The salary range for Principal Project Coordinator (Code 9134) is \$88,218 to \$128,997 annually, depending on qualifications.

TYPE OF APPOINTMENT:

It is anticipated that the position of Principal Project Coordinator will be filled on an exempt basis from the Civil Service provisions of the City Charter in accordance with Charter Section 1001(b)(1). The position has been authorized by resolution in the 2015-16 Budget. The position may initially be filled as an emergency appointment.

BACKGROUND:

After the dissolution of the Community Redevelopment Agency, the City initiated a number of efforts to enhance its capacity to support economic development projects and programs to meet the City's economic development goals of creating new jobs, attracting new businesses and industries, maximizing the value of the City's assets, and increasing General Fund revenue. Such initiatives have included formation of the AMSP unit in the CAO, establishment of the Economic and Workforce Development Department (EWDD), preparation of a comprehensive study of the City's asset management practices, and negotiation and execution of a proposed contract with an economic development non-profit to coordinate with City efforts. AMSP has also been central to the City's post-redevelopment efforts to retain real property assets and bond proceeds for future redevelopment purposes.

At this time, the AMSP seeks two real estate/project management professionals. One Principal Project Coordinator will administer and oversee the City's expenditure of approximately \$84 million in tax increment bond proceeds for redevelopment purposes including economic development and business assistance, public infrastructure, community facilities and open space, and affordable housing (CRA/LA Bonds position).

The AMSP is also looking for a second real estate and/or planning professional to identify areas of opportunity where the City can leverage its real estate assets and former Redevelopment Agency assets for economic development and community benefits through redevelopment, public-private partnerships, or disposition (Assets position).

Principal Project Coordinator Employment Opportunity
Office of the CAO

EXAMPLES OF DUTIES:

The duties and responsibilities for the Principal Project Coordinator working on CRA/LA Bonds may include but are not limited to the following:

- Develop and administer the City's expenditure program for tax increment bond proceeds to fund projects and programs for economic development, public infrastructure, community facilities, and affordable housing.
- Coordinate with City stakeholders and departments to evaluate proposals for expenditures, and oversee the activities of implementing departments.
- Staff the City's Bond Oversight Committee.
- Maximize the benefits generated by bond funding by leveraging other funding sources including grants, public-private or non-profit partnerships, and other City funding.
- Develop and implement long-term strategic plans on the use, reuse, management and disposition of the City's buildings and assets, including but not limited to municipal use, mixed use and or economic development strategies.
- Provide technical advice and assistance to facilitate the development of CRA/LA Future Development properties.
- Provide leadership and technical advice in development of City real estate development policies.

The duties and responsibilities for the Principal Project Coordinator working with real estate assets may include but are not limited to the following:

- Develop and implement long-term strategic plans on the use, reuse, management and disposition of the City's buildings and assets and CRA/LA Future Development properties, including but not limited to municipal use, mixed use and or economic development strategies.
- Facilitate and develop specific development plans for partnering surplus City assets with economic development opportunities. Work with other governmental entities and the private sector as applicable on real estate assets.
- Coordinate with appropriate personnel at various levels in development of real estate deals, including appraisals, economic and financial analyses and negotiations.
- Provide leadership and technical advice in development of City real estate development policies.

Principal Project Coordinator Employment Opportunity
Office of the CAO

QUALIFICATIONS:

A Principal Project Coordinator must have the following knowledge and abilities:

Knowledge of

- Real estate development and/or financing, and
- Public infrastructure development and/or economic development investment, including evaluation of complex development projects and programs or financings; and
- Formulation of funding recommendations and plans

Ability to

- Perform a full range of professional level completed staff work with minimal supervision, while exercising considerable discretion and judgment.
- Handle the pressure of tight deadlines and frequently changing priorities;
- Make concise, logical, and persuasive oral and written presentations of complex real estate, public infrastructure and/or economic development proposals and/or financial data to groups of affected individuals.

MINIMUM REQUIREMENTS:

Candidates must meet the following requirements:

- Graduation from a recognized four-year college or university and three years of full time paid professional experience in real estate development and/or financing, public infrastructure development and/or economic development investment, including evaluation of complex development projects and programs or financings, and formulation of funding recommendations and plans.

OR

- Six years of full-time paid professional experience in real estate development and/or financing, including analyzing and reviewing complex real estate projects or financings, public infrastructure development and/or economic development investment, including evaluation of complex development projects and programs, and formulation of funding recommendations and plans.
- Experience in managing highly complex projects or programs is especially desired.

SELECTION PROCESS

Only the most qualified individuals will be invited to participate in the next phase of the selection process. The next phase of the selection process will consist of an interview.

Principal Project Coordinator Employment Opportunity
Office of the CAO

HOW TO APPLY:

Interested candidates should email a Departmental Application, resume, and three work-related references (include name, job title, affiliation and telephone number) to:

City Administrative Officer
200 N. Main Street, Room 1500
City Hall East, Mail Stop 130
Los Angeles, CA 90012
Attn: Nelda Pontifes
Phone Number: (213) 473-7519
Email*: nelda.pontifes@lacity.org

**A brief description of qualifications should be included in your email submission.
For Departmental Application please go to: <http://per.ci.la.ca.us/Forms/DeptApp.pdf>*

Applications must be received by 5:00 p.m. Friday, October 30, 2015.

If you have any questions or would like to discuss the opportunity further, please contact Nelda Pontifes at (213) 473-7519.