THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

09/24/2026 Assistant General Manager, City Tourism Department, 9694

Summary of Duties:
Assists the Executive Director, City Tourism Department, in directing the activities of the City Tourism Department; directs the day-to-day operation of the Los Angeles Convention and Exhibition Center; may act for the Executive Director, City Tourism Department, in their absence; and does related work.

Class Characteristics:
An employee of this class assists the Executive Director, City Tourism Department, representing the Department officially in public, and assuming full executive responsibilities in the administration of the Department. A major function of this class is to relieve the Executive Director from the necessity of devoting close attention to a variety of administrative problems and details. As a consequence, this employee has considerable responsibility for planning, directing and coordinating the activities of the Department. An employee of this class may assume the full responsibilities of the Executive Director in their absence.

Example of Duties:
- Subject to the review of the Executive Director, City Tourism Department, plans, organizes, and directs the work of the divisions and units of the City Tourism Department, including the provision of services, space, and equipment to clients of the Los Angeles Convention and Exhibition Center, the building security, maintenance, and parking, the ticket control systems, and the monitoring of revenues received;
- Assumes responsibility for the determination of effective administrative and operating procedures and for the preparation of specific rules and regulations governing the administration of the divisions, activities, operations, and services of the Department;
- Analyzes the needs of the Department and develops plans for more efficient, economical and improved services;
- Supervises employment practices and personnel administration within the department;
- Acts as the management representative and participates in the meet and confer process on behalf of Department management;
- In the Executive Director's absence, assumes full leadership responsibility for the Department and serves as its official representative in meetings with Convention and Exhibition Center clients and City officials.

REQUIREMENTS:

1. Three years of full-time paid experience, at a minimum annual current salary equivalent to at least $45,000, as Head or Assistant Head of a convention center, major hotel or similar facility which is used as a site for conventions, trade shows, consumer shows or commercial events is required; or
2. Three years of full-time paid experience as a Building Superintendent, City Tourism Department or Convention Center Marketing Manager for the City of Los Angeles.

Appointment to a position in this class is subject to a one-year probationary period as provided by Section 109 of the City Charter.

License: A valid California driver's license is required

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.