invites your interest in the position of

ASSISTANT CHIEF EXECUTIVE OFFICER

LEGISLATIVE AFFAIRS & INTERGOVERNMENTAL RELATIONS

(Unclassified)
THE COUNTY OF LOS ANGELES

The County of Los Angeles is the largest employer in Southern California with more than 111,000 employees across 35 departments and an operating budget of $30 billion. With a population of over 10 million residents, the County of Los Angeles serves the needs of the 88 municipalities that lie within its boundaries. Los Angeles County is governed by a five-member Board of Supervisors elected on a nonpartisan basis to serve four-year, staggered terms. The Board of Supervisors serve as both the executive and legislative authorities of the County of Los Angeles.

THE CHIEF EXECUTIVE OFFICE

The Chief Executive Office (CEO) is the central executive, strategic, and administrative agency serving the County of Los Angeles. The CEO is responsible for a wide range of activities including management and direction of budget and operations, employee relations, compensation, asset management, strategic integration, legislative affairs, intergovernmental relations, risk management, strategic planning, and Countywide communications.

THE ASSISTANT CHIEF EXECUTIVE OFFICER, LEGISLATIVE AFFAIRS & INTERGOVERNMENTAL RELATIONS

The CEO of Los Angeles County is seeking well qualified candidates with a successful track-record of legislative and intergovernmental management experience in local government, or other relevant experience, to serve as the new Assistant Chief Executive Officer. This is an unclassified position that serves as the focal point for the coordination of State and federal legislative policy and strategy for the County of Los Angeles. This position reports to the Chief Executive Officer and Chief Operating Officer and provides leadership to a talented staff of about 30. In addition to maintaining liaison with the Board of Supervisor’s offices, County departments, and the County’s intergovernmental system, this position oversees the work of the Office of Protocol that interacts with foreign consulates on issues of concern to their constituents and assists with the arrangement of visits of foreign dignitaries and delegations.

ESSENTIAL DUTIES

This position oversees analysis of proposed state and federal legislative actions that impact the constituents of Los Angeles County, assesses the potential impact of proposed actions, and develops advocacy strategies that address issues of concern to the County’s diverse populations. Examples of the typical duties of this position are:

- Representing the County and directing advocacy efforts on County positions and interests in the California State Legislature, U.S. Congress, U.S. Senate, and the California State and federal administrations
- Producing annual updates to the State and federal legislative agendas, including preparation of economic analyses and highlighting important policies and priorities in coordination with County departments for consideration by the CEO and Board of Supervisors
- Producing analyses of legislative bills, proposals and initiatives based on County policies and priorities
- Producing analyses of State and federal budget proposals to determine impact on County programs, services and resources
- Overseeing the Sacramento and Washington, D.C. offices, including the hiring of staff and contract lobbyists responsible for advocating the County’s legislative positions, priorities and interests
- Maintaining relationships with the Los Angeles County State and Federal Legislative Delegations, key representatives of the state and federal administrations, as well as elected and appointed officials, keeping them advised of County positions, issues and interests
- Representing Los Angeles County and working in coalition with the California State Association of Counties, the Urban Counties Caucus, the National Association of Counties, and other mutual interest associations
• Coordinating the policy agenda and logistics for the annual visit of members of the Board of Supervisors, the Chief Executive Officer and other key County officials to Washington, D.C. and Sacramento to advocate the priority positions and issues as necessary, and coordinating other individual advocacy visits as required

• Maintaining policy guidelines for legislative analysis and advocacy of County positions at the state and federal level; and providing training to County departments and commissions on the policy guidelines, legislative and budget processes, and preparation of legislative analyses

• Administering all County advocacy and Consultant Agreements for Sacramento and Washington, D.C. and General Services Agreements for the provision of County services with cities and other governmental entities located in the Los Angeles County area

MINIMUM QUALIFYING EXPERIENCE

The successful candidate will possess five years of highly responsible administrative experience or staff capacity in the analysis and resolution of problems related to government relations, budget, project management, organization or other legislative programs, one year of which must have been responsible for active oversight of local State and federal legislative issues and directing legislative advocates, and relevant experience with intergovernmental issues and processes, or an equivalent combination of education, skills and experience.

LICENSE: A valid California Class “C” driver’s license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

ADDITIONAL QUALIFICATIONS OF THE ASSISTANT CHIEF EXECUTIVE OFFICER

• Demonstrated experience building and nurturing professional relationships with appointed and elected state and federal government officials, legislators, and stakeholders in representing and protecting organizational interests

• Demonstrated experience answering to and interacting with appointed officials and framing legislative strategy for advocacy efforts that maintain balance of sometimes differing and distinct positions

• Demonstrated experience analyzing legislation and budget proposals and their potential impacts on the programs and resources in County government

• Demonstrated knowledge of the federal and State legislative, regulatory, administrative, and budget processes

• Demonstrated experience handling sensitive issues and bridging political differences

• Extensive administrative management experience, and highly competent problem-solving and negotiating skills

• Extensive experience and knowledge of federal, State, and county government structures and functions, and their programs and services

• Strong public presentation and written communications skills and the ability to address complex County issues clearly and persuasively in all settings

• A Bachelor’s degree from an accredited college or university

THE IDEAL ASSISTANT CHIEF EXECUTIVE OFFICER, LEGISLATIVE AFFAIRS & INTERGOVERNMENTAL RELATIONS

The ideal candidate for this position will be a seasoned, respected legislative and government relations manager with high energy who has successfully served a public-sector entity of similar size and operational complexity. The ideal candidate will have the ability to effectively facilitate successful County positions and outcomes through regular collaboration with a wide variety of constituent groups and individuals.

An ideal candidate will value results, be nimble and flexible in the management of legislative and intergovernmental relations issues within a fast-paced environment, and lead a team of dedicated legislative advocates in Sacramento and Washington, D.C. and other support staff to work productively and efficiently with the California State Legislature, congressional delegations, state and federal agencies, other associations and potential partners.

Additionally, the desirable background, qualifications, experience and characteristics of the ideal candidate for this position would be someone who:

• Has the ability to understand the broad range of public policy issues in county government and will seek out opportunities that are in the interest of quality county government

• Understands and appreciates the forms of local government in California, and for the tradition of home rule and local control

• Is able and willing to lead and supervise a diverse group of dedicated staff professionals with differing viewpoints and opinions, assuring that they function collaboratively as valuable, accessible and helpful resources to County officials, embracing a strong culture of service, creativity and excellence

• Has emotional maturity and is able and willing to make sound and timely decisions

• Has impeccable integrity, is committed to high ethical standards and transparent government operations, and is able to establish a high level of credibility with County officials, departments, employees and constituents

• Is committed to maintaining productive working relationships with partner governmental entities to help advance the interests of Los Angeles County and its constituents
COMPENSATION AND BENEFITS
The salary range for this position is $193,409.88 - $292,741.80 annually. The starting salary will be based upon the experience and qualifications of the successful candidate. This unclassified position is subject to the provisions of Los Angeles County’s Management Appraisal and Performance Plan (MAAP), and is compensated at MAPP Range R19.

An excellent benefits package includes:

Retirement Plan – Los Angeles County Employees Retirement Association (LACERA), a contributory defined benefit plan.

Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee’s monthly salary

Flexible Spending Account – Optional employee tax-free health care spending account

Savings Plan – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary

Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary

Holidays – 12 paid holiday days per year

TO APPLY
Qualified candidates are encouraged to respond before October 15, 2018. Please submit a confidential, persuasive cover letter explaining why you are a good potential candidate for the position, a resume and at least five professional references (references will not be contacted without candidate permission) electronically to:

Clark Wurzberger, The Mercer Group, Inc.
Email: cwurzberger@mercergroupinc.com
P.O. Box 546, Weimar, CA 95736
Tel. 530.637.4559 (Pacific Time)
Fax: 650.240.3933
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The Mercer Group, Inc. is a nationwide firm providing executive search and other consulting services to local governments and other public and private sector entities nationwide, and is assisting the Los Angeles County CEO with this recruitment.

Receipt of applications will be acknowledged by email. If timely acknowledgement is not received or confidential inquiries required, please contact Mr. Wurzberger directly.

Applicant submissions are expected no later than October 15, 2018, and there may not be an opportunity to consider applications submitted after that date.