



LOS ANGELES COUNTY
Parks & Recreation
Life. Enjoyed.

SPECIAL ASSISTANT (UC), PARKS & RECREATION

Applications accepted from March 6, 2025 until position is filled.
First Consideration will be given to applications received by March 20, 2025.



To enrich lives through effective & caring service.





LOS ANGELES COUNTY
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Mission

- Serve as stewards of parklands.
- Build healthy and resilient communities.
- Advance social equity and cohesion.

Vision

To be a world-class parks and recreation organization.

Values

Compassion

We cultivate emotional and cultural awareness that ensures empathy toward our diverse population.

Health and Wellness

We are dedicated to enhancing the health and wellness of the communities and people we serve.

Inclusion

We will intentionally seek diversity in the experience of our staff and ensure our offerings reflect the diversity of the communities we serve.

Innovation

We dream big and combine creativity and productivity to design forward looking solutions.

Integrity and Dedication

We exhibit loyalty, commitment, honor, and truthfulness in actions and deeds.

Stewardship and Sustainability

We strive to balance social, economic, and environmental needs through proactive stewardship and conservation practices.

THE COUNTY OF LOS ANGELES

The County of Los Angeles has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California with over 117,000 employees in 38 departments, the County of Los Angeles provides vital and wide-ranging public services to its citizens. County recreation facilities and parks range from majestic rock formations, the nation's largest publicly owned golf course system, and the iconic Hollywood Bowl to lakes, swimming pools, and neighborhood playgrounds.

THE DEPARTMENT OF PARKS & RECREATION

The Department of Parks and Recreation and the Los Angeles County Regional Parks and Open Space District is led by Director Norma E. García-González. Our department provides the public with diverse and unique recreational services and activities that promote good health, education, and a sense of community. With a \$331.6 million budget and over 1,680 full-time positions, services include regional and local park facilities, nature centers, natural areas, trails, and botanic gardens.

The Los Angeles County Parks and Recreation system includes over 71,000 acres of parks, lakes, trails, natural areas, and botanical gardens, 183 regional and community parks, 42 public swimming pools, as well as the nation's largest municipal golf course system with 20 courses featuring beautiful vistas from the mountains to the ocean. The Department has teamed with the private sector to also offer boat and bicycle rentals, hot tubs, recreational vehicle parks, equestrian rentals and boarding, a water park, as well as management of our performing centers and arboreta and botanical gardens. A series of nature centers, natural parks and habitat preserves provide education on native flora and fauna, while our four arboreta and botanical gardens introduce visitors to plants from throughout the world.

THE "IDEAL" SPECIAL ASSISTANT

The Chief Deputy Director is seeking a dynamic individual who thrives in a high-paced, purpose-driven and mission-oriented team environment. The ideal Special Assistant should be a highly motivated and enterprising self-starter with strong communication, interpersonal, and relationship-building skills. This position requires an innovative and adaptable person who will uphold the Department's mission, vision, and values by being able to understand the Department's goals, effectively communicating accomplishments and important communications to the Board offices, Departments, other elected officials and the public. Additionally, the Special Assistant role will require a strong project manager who is comfortable and adept at developing effective teams, as well as coordinating and implementing special projects and initiatives through such groups. This role will also fill a vital position within the Department's Executive Team, which also includes the Director's Special Assistant, data scientist, and the communications/marketing director.

Additionally, the successful candidate will have a passion for the transformative power of parks and programming, as well as a sincere commitment to resolving park inequities and expanding access to all. The ideal Special Assistant is a true park advocate who strongly supports the promotion of equity, diversity, and inclusivity in Los Angeles County, and will be devoted to creating even greater access to the Department's amenities and facilities in every community.

MINIMUM QUALIFICATIONS

- A Bachelor's degree (or higher) from an accredited college or university;
- A minimum of three years of relevant administrative or policy-making experience in policy, project management, legislative, and/or community and governmental affairs; and
- A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions is required.

JOB DUTIES

- Officially represents the Chief Deputy Director in various meetings involving other County departments, partners, and key stakeholders;
- Assist the Chief Deputy Director in project management of multiple operational priorities that involve various Departmental agencies;
- Identify, assess, and propose opportunities for strategic engagement; also assumes a leading role in ensuring successful implementation of the Department's policy initiatives and the Department's priorities and Strategic Plan Goals;
- Establish and deepen collaborative relationships with the various communities that engage and rely upon the Department and its programs; create new and improved relationships with public and private stakeholders;
- Maintains a pulse on opportunities for strategic engagement in policy, programming and park infrastructure implementation efforts;
- Produce and shape the development of collateral materials in support of the Department's key policy/programming initiatives, as well as draft policy briefs and the Department's Annual Report;
- Coordinate and implement the Department's effort to advance implementation of key policy initiatives for briefings, focus groups, roundtables, regional convenings, presentations, and community events; and
- Support the Chief Deputy Director's special events, program development, event briefings, talking points, official Departmental correspondence, as well as presentations.

DESIRABLE QUALIFICATIONS

- Strong oral and written communication skills; must be able to clearly and articulately describe the Department's key policy initiatives, programs and services, as well as possess an understanding of the technical details for successful implementation
- Demonstrated ability to create and lead high level teams to oversee various initiatives and projects simultaneously;
- Have excellent project management and organizational skills with a demonstrated ability to manage multiple projects in a fast-moving, intellectually intense and team-oriented environment;
- Have great attention to detail, is open to new ideas and has a "can-do" attitude, must be resourceful and have good judgment;
- Demonstrated proficiency in Microsoft Suite (Word, Excel, Powerpoint), Adobe Acrobat, multi-media (i.e. Canva), and CRM databases.

COMPENSATION & BENEFITS

Annual Salary: \$118,234 to \$159,337

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs.

The package includes:

- Retirement Plan – The successful candidate will participate in a contributory defined benefit plan.
- Cafeteria Benefit Plan – The County provides a tax-free contribution of 14.5% of the employee's monthly salary from which to purchase health insurance and other benefits.
- Flexible Spending Accounts – Optional employee tax-free health care spending account.
- Savings Plan (401k) – 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.
- Non-Elective Days - 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick, or personal leave.
- Holidays – 13 paid days per year.



HOW TO APPLY

Please go to: <https://bit.ly/3QMughS> to create an online profile and submit your application, letter of interest and resume.

**For confidential inquiries,
please contact:**

Angela Yoon
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Talent Acquisition Division
Department of Human Resources
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Los Angeles County
Human Resources