EXECUTIVE OFFICE

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES



COUNTY OF LOS ANGELES

CAREER OPPORTUNITY

CHIEF OF PROTOCOL (UC)

Filing Period:

Applications will be accepted from Thursday, September 10, 2026, until the position is filled. First consideration will be given to applications received by Wednesday, September 30, 2026.

Annual Salary:

$14,691.46 - $22,848.22 (R15)

Open to all interested and qualified candidates.
Applicants are encouraged to apply Thursday, September 10, 2026.

THE COUNTY OF LOS ANGELES

The County of Los Angeles serves a demographically and geographically diverse population of more than 10 million residents. Employing over 100,000 employees in 39 departments who work in roles as broad as law, civil engineering, public safety, healthcare, and human services, the County operates with an annual budget of over $50.3 billion for the fiscal year 2026-2027.

The County is a Fair Chance employer, committed to diversity and inclusiveness in our workforce. It is a culturally diverse economic and cultural hub, driving major elements of the national and world economies. It is the center for the arts, media, and entertainment – unlike anywhere else.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statement of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management, and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of $301 million and includes funding for approximately 460 budgeted positions.

OFFICE OF PROTOCOL

Established in 1982 by the Los Angeles County Board of Supervisors, the Office of Protocol is tasked with ensuring proper protocol is followed during visits from foreign dignitaries to Los Angeles County. It also serves as a liaison with the Los Angeles County and Corps, fosters international business, tourism, educational and cultural exchanges across the County, and works to promote cultural awareness and understanding.

CHIEF OF PROTOCOL

The Chief of Protocol serves as a strategic advisor on matters involving ceremonial precedence, official County representation, dignitary relations, and executive coordination for major County functions and initiatives. The role requires substantial knowledge of governmental protocol standards, intergovernmental relations, cultural diplomacy, event logistics, and executive operations. This position is also unique in that it supports all Board Offices and interfaces with County departments, external agencies, foreign delegations, military representatives, elected officials, and community stakeholders. The role serves as a centralized Countywide resource responsible for ensuring consistency, professionalism, and coordination across official County engagements and ceremonial activities.



KEY RESPONSIBILITIES

- Serves as the primary liaison between the Board of Supervisors, County departments, and the Los Angeles Consular Corps, building and maintaining relationships with over 90 Consulates.
- Establishes and maintains partnerships with local, state, federal, and international agencies, including the U.S. Department of State, U.S. Secret Service, FBI, U.S. Customs and Border Protection, and Los Angeles County Sheriff's International Liaison Unit.
- Maintains ongoing engagement with Consuls General and foreign dignitaries to promote awareness of County programs, services, and governance priorities.
- Plans, coordinates, and executes high-level visits of foreign dignitaries, including Chiefs of State, ambassadors, and international delegations.
- Ensures proper protocol is observed for all official Board engagements involving international dignitaries, including ceremonies, meetings, and cultural events.
- Prepares briefing materials, talking points, and protocol guidance for Board members and executive leadership.
- Selects and coordinates appropriate protocol gifts and ceremonial elements for official visits.
- Represents the Board of Supervisors at international, cultural, and diplomatic events, including evenings and weekends (approximately three events per week).
- Facilitates Board-level official travel, including logistics, security coordination, and protocol compliance.
- Coordinates airport courtesies and dignitary services in partnership with federal agencies.
- Facilitates requests between Consulates and County departments to ensure access to services for constituents.
- Coordinates requests from foreign delegations seeking meetings with County leadership and departments, including vetting, scheduling, and logistical planning.
- Supports County departments in outreach to international communities on key issues such as public health, economic development, and cultural exchange.
- Supports the County's international economic development efforts by facilitating connections between consulates and local business partners.
- Assists with Sister County and Friendship City relationships and international partnership initiatives.
- Collaborates with organizations such as the Los Angeles Economic Development Corporation and civic groups to promote international engagement.
- Manages the Foreign Consular Corps Identification (FCC ID) Program and conducts periodic evaluations of its use across County departments.
- Oversees agreements and programs supporting international diplomacy, including partnerships with organizations such as International Citizen Diplomacy of Los Angeles.
- Provides information-sharing and coordination across County departments, employee associations, and external organizations.
- Plans and executes high-profile international events, ceremonies, and delegations involving multiple stakeholders.
- Identifies and secures resources, including fundraising where appropriate, to support protocol events and initiatives.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's degree in International Relations, Business Administration, Public Administration, Political Science, Communications, or a closely related field **– AND –** Three years of progressively responsible experience in protocol, international relations, governmental affairs, or senior management experience, including: working with senior government officials, elected offices, or diplomatic representatives; coordinating high-level events, visits, or engagements involving multiple stakeholders; and providing advisory or strategic support in a complex organizational environment.

-OR-

Five years of progressively responsible experience in protocol, international relations, governmental affairs, or senior management experience, including: working with senior government officials, elected offices, or diplomatic representatives; coordinating high-level events, visits, or engagements involving multiple stakeholders; and providing advisory or strategic support in a complex organizational environment.

*Senior management experience is defined as the independent responsibility for directing, through subordinate supervisory staff, the analysis and resolution of complex problems related to budget, project management, organization, personnel or systems.

LICENSE/CERTIFICATE

A valid California "Class C" driver license or ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

DESIRABLE QUALIFICATIONS

Top candidates for this position must have a successful and verifiable career history by demonstrating the following:

- Graduate degree from an accredited college or university in International Relations, Business Administration, Public Administration, Political Science, Communications, or a closely related field.
- Demonstrated knowledge, skills, and abilities in managing or working in an office that deals with the protocol and government officials, including interaction with senior consular officials, diplomats, business leaders, trade organizations, or marketing and promotional organizations.
- Strong knowledge of protocol, diplomatic practices, and international relations.
- Proven ability to work in a confidential environment with respect to visits by international dignitaries and issues involving the Consular Corps. Demonstrated knowledge, skills, abilities, and interest in international affairs, including protocol and international relations.
- Expert knowledge and experience in one or more of the following areas: protocol, international relations, event planning, marketing, communications, or fund raising.
- Experience working with elected officials, boards of directors, senior business leaders, and community leaders, including planning and coordinating official events and engagements involving the Los Angeles Consular Corps.
- Experience coordinating high-visibility official functions or events involving multiple stakeholders, including senior officials, external partners, and diverse constituencies.

COMPENSATION AND BENEFITS

Annual Salary: $176,297.52 - $274,178.64

Starting annual salary will be dependent on the candidate's qualifications and career accomplishments. This at-will, unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP) and is compensated at the MAPP Range of R15.

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs.

The package includes:

Retirement Plan - New appointees will participate in a contributory defined benefit plan..

Cafeteria Benefit Plan - The County funds its cafeteria plan using tax-free contribution of an additional 14.5% to 17% of the employee's monthly salary.

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - In addition to tax-free medical and dependent care spending accounts, the County contributes $75 per month to an employee's dependent 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 (457b) -Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

Holidays - Thirteen (13) paid days per year.

HOW TO APPLY

This position will be open from September 10, 2026, we will keep accepting applications until the position is filled. First consideration will be given to applications received by Wednesday, September 30, 2026.

Please click here to apply - ***LINK HERE*** and create an online profile to submit your application, cover letter, résumé, record of accomplishments, degree verification, and three professional references.

Information submitted must clearly show that the candidate meets the Minimum Requirements and the Desirable Qualifications of this recruitment announcement. **Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process**.

For confidential inquiries, please contact:
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FAMILY FRIENDLY DEPARTMENT