

Associate Planning Deputy

Los Angeles City Councilmember Mitchell Englander is seeking a highly motivated individual to serve as Associate Planning Deputy for Council District 12. The Associate Planning Deputy will be the office's land use contact in the CD 12 Community Service Center in Chatsworth and have the opportunity to work on complex and challenging planning and land use matters affecting the West San Fernando Valley. Council District 12 serves the communities of Chatsworth, Granada Hills, North Hills, Northridge, Porter Ranch, Reseda, Sherwood Forest, and West Hills.

The strongest candidates will have: an interest in urban planning, transportation, smart growth and civic engagement; a familiarity with the City of Los Angeles' planning, building and development processes; excellent organizational and communications skills to work sensitively and effectively with a diverse set of stakeholder groups; and the ability to work in a fast-paced, political environment and team setting.

Responsibilities:

- Monitor district land use cases through the pre-application and application process, which includes:
 - Interfacing with applicants and representatives, Department of City Planning (DCP) and other City departments, Neighborhood Councils, community groups, individual constituents and stakeholders
 - Monitoring and attending DCP public hearings and meetings (Division of Land, Zoning Administrator, Hearing Officer, Planning Commission, and others as needed)
 - Reviewing case materials, exhibits, determination letters and correspondence
- Represent the Councilmember at public meetings
- Develop and maintain positive working relationships with DCP and other departmental staff
- Develop and maintain positive working relationships with community groups, leaders and stakeholders (Neighborhood Councils, Chambers, non-profits, etc.)
- Handle general inquiries regarding the City's land use and planning processes, and research or refer as appropriate
- Assist with special projects in related fields, such as transportation and economic development
- Assist with drafting correspondence, motions and other documents
- Participate in required weekly staff meetings in the Chatsworth field office and events in the 12th District community

Requirements:

- Bachelor's degree or higher in planning, public policy or related field, and/or relevant work experience
- Excellent written and verbal communication skills
- Self-directed, able to prioritize workload and multitask in a fast-paced environment
- Strong computer skills (proficiency with the City's mapping systems- ZIMAS and NavigateLA- a plus)
- Ability to work evenings and weekends as needed

Compensation includes a highly competitive benefits package including medical, dental and vision care and enrollment in the Los Angeles City Employees Retirement System (LACERS) pension plan.

*This position is an exempt, at-will position. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.

To apply:

Submit resume and cover letter in PDF format to: cd12.jobs@lacity.org. Please reference "Associate Planning Deputy" in the email subject line.