



**CITY OF LOS ANGELES**  
**Mayor Eric Garcetti's Office of International Affairs**

<b>Job Title:</b>	Director of International Trade and Investment
<b>Closing Date/Time:</b>	Continuous
<b>Salary range:</b>	\$90,000 - \$126,000
<b>Job Type:</b>	Full-Time/Exempt (at will)
<b>Location:</b>	Los Angeles City Hall

## **BACKGROUND**

Los Angeles Mayor Eric Garcetti has made international trade and foreign direct investment integral components of the economic development strategy for the City of Los Angeles.

The Director of International Trade and Investment reports to the Deputy Mayor for International Affairs and is responsible for establishing sound policies, working closely with international businesses, governments and partners to attract investment and enhancing trade in the City. The Director also works collaboratively with the Port of Los Angeles and Los Angeles World Airports to facilitate and enhance the movement of goods through the region.

The mission of this position is to accelerate job growth, increase international business activity, support City departments, facilitate the import and export of goods and attract foreign direct investment in Los Angeles. The successful candidate will help foster the current attractive business climate, develop innovative collaborations, and create new programs and incentives to secure and retain business operations in LA. This person will work closely with the Mayor's Office of Economic Development and the leadership of the Port of Los Angeles and the Los Angeles World Airports to implement the Mayor's vision.

## **RESPONSIBILITIES**

- Facilitate the growth of LA's trade based economy, encourage foreign direct investment, and engage the Mayor and the municipal government in critical international issues that affect the City
- Attract, retain and grow quality international businesses and jobs
- Advise the Mayor, Deputy Mayors and Mayor's senior leadership team on international trade and foreign investment issues



- Provide intellectual leadership and direction to the Mayor's overall international investment and trade strategy
- Produce economic research, publications, data, analysis, monitoring, projections and analytical tools to enable the Mayor to make well informed policy choices
- Contact top foreign employers and smaller businesses to ensure that the City is responsive to business needs, with a focus on targeted industries and sectors
- Brief and staff the Mayor at events, meetings and other functions
- Implement the Mayor's international goals by working with businesses, professional associations, consulates, dignitaries, elected officials, government offices, city departments and agencies
- Develop and lead international trade missions for the City of Los Angeles
- Promote and market city resources to attract, retain and grow international business

## **QUALIFICATIONS AND EXPERIENCE**

- Experience working in complex political environments managing multiple projects, being entrepreneurial and responding to short deadlines.
- Strong knowledge and experience with trade, tourism and economic development conditions and policy, preferably in Los Angeles.
- Excellent written, communication and interpersonal skills.
- Demonstrated leadership and ability to build credibility with superiors and reports. Ability to interact and work well with others in a team environment.
- Outstanding organizational skills, with the ability to manage administrators and/or internal teams to organize high-profile meetings with business leaders and international entities with appropriate professionalism.
- At least 7 years' of increasingly responsible experience in related sector and/or role, including at least 2 years in a supervisory capacity.
- Bachelor's degree in related area. Master's degree in International Trade, Public Policy, Public Administration, or related area preferred.

**Please submit your CV and two professional references to Irvin De La O ([Irvin.DeLaO@lacity.org](mailto:Irvin.DeLaO@lacity.org)) by November 18, 2018.**

*This is an exempt, at-will position. The individual appointed to this position 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.*