



Classification Title: Principal Project Coordinator- Emergency Appointment

Working Title: Social Equity Program Manager

POSITION DESCRIPTION:

The Department of Cannabis Regulation (DCR) is responsible for licensing and regulating commercial cannabis activity within the City of Los Angeles. In addition, the DCR is responsible for the implementation of the City's Cannabis Social Equity Program (Program) whose purpose is to enable those adversely affected by the war on drugs to have equitable access to the business ownership and employment opportunities within the newly legitimized local cannabis industry. The DCR works with City leaders, community members, the cannabis industry and other stakeholders to ensure that the Program will achieve the aforementioned goals.

RESPONSIBILITIES:

The Principal Project Coordinator will serve as the DCR's Social Equity Program Manager. The selected individual will work closely with the Executive Director, both Assistant Executive Directors and Department Staff to implement the City's Program.

Responsibilities of the Program include but are not limited to:

- Assisting the Executive Director with the development and management of programming related to the Program including but not limited to Business and Workforce Development;
- Managing Education and Outreach efforts related to the Program;
- Serving as the Department's liaison to Program applicants and participants;
- Monitoring and enforcing compliance with Program requirements;
- Preparing and evaluating requests for proposals and requests for qualifications related to the Program;
- Developing and managing contracts and partnerships related to the Program;

- Developing and managing events, workshops and meetings for Program applicants and participants;
- Collecting and analyzing data on workforce and business development needs within the local cannabis industry;
- Partnering with other City departments and outside agencies and organizations to coordinate relevant projects and programs;
- Representing the department at community meetings, public hearings, and professional events; initiates and maintains strong relationships with community and professional organizations;
- Conducting research and providing comprehensive and concise written reports on highly complex matters related to commercial cannabis activity licensing and the Program;
- Preparing and presenting staff reports and other necessary correspondence at City Council meetings and other public meetings; and,
- Performing other duties, as assigned.

KNOWLEDGE OF:

- Federal, state, and local laws, ordinances, regulations, and guidelines governing commercial cannabis activity;
- Current trends and practices in economic and business development;
- Community relations and public participation principles and practices;
- Project management principles and practices; and,
- Cannabis Social Equity Programming

ABILITY TO:

- Analyze a variety of complex administrative and organizational problems and make sound policy and procedural recommendations;
- Develop and implement goals, objectives, policies, and procedures;
- Provide professional leadership and direction;
- Effectively and accurately analyze complex data in order to determine consequences, identify alternatives, and draw logical conclusions;
- Negotiate and manage contracts with consultants and developers and effectively represent the City in meetings with various individuals and organizations;
- Identify and respond to community and City Council issues, concerns, and needs;
- Communicate clearly and effectively, both orally and in writing, including making public presentations and preparing comprehensive written reports;
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines;

- Interpret, explain, and apply policies, procedures, laws, codes, and regulations pertaining to City administration;
- Establish and maintain courteous and effective working relationships with City staff, elected officials, boards and commissions, consultants, vendors, community groups, the general public, and others encountered in the course of work;
- Select, supervise, train and evaluate the work of assigned personnel;
- Prepare accurate, comprehensive, and precise written reports and analyses;
- Plan, organize, and prioritize multiple projects and tasks in order to meet strict deadlines;
- Prepare budgets and allocate limited resources in a cost effective manner; and,
- Provide programming and services to underserved communities.

PREFERRED EDUCATION AND EXPERIENCE:

- Master's Degree
- At least 3 Years prior experience related to economic and community development
- At least 3 Years prior experience providing services to low income, minority and or underserved communities

COMPENSATION AND BENEFITS:

The current salary range is \$95,776 to \$140,021 per year. A highly competitive benefits package includes an independent retirement plan to which both the employee and the City contribute; a multi-option deferred compensation plan; generous vacation and sick leave; 14 paid holidays per year; a flexible benefits plan including multi-option health, dental, and vision coverage; and family and domestic partner leave.

The position of Principal Project Coordinator at DCR is an emergency appointment position. The incumbent will not accrue any civil service tenure.

TO BE CONSIDERED:

In order to be considered, resumes must include: A description of your relevant experience; description of your role in your current and former organization(s); at least one major professional accomplishment in which you played a key role; and any other relevant experiences or unique characteristics which could further qualify you for this position. Please include a completed City Application with your submission, the application may be found at: <http://per.ci.la.ca.us/Forms/Application.pdf>

Upon submission of the application documents, applicants may be asked to complete a supplemental questionnaire. Only the most qualified candidates will be invited to the next phase of the selection process, which may include a written exercise and an interview. Open until sufficient number of applications have been received. Please contact City Clerk Personnel @ (213)978-1100 for any inquiries. Candidates, please submit your application/resume to: clerk.adminservice.personnel@lacity.org

EMERGENCY APPOINTMENT INFORMATION

Prior to accepting an emergency appointment, you should be aware of the following information: An emergency appointment is not a regular appointment. It is a temporary appointment, which does not require that you successfully compete in the Civil Service examination process. The appointment may not exceed one year and must be terminated immediately when a regular appointment can be made from an eligible list. No emergency appointment can exceed one year. (City Charter Section 1013).

In order to receive an emergency appointment, you must submit a completed, signed City application form, which will be provided to the Personnel Department along with the Emergency Nomination Form completed by the employing department. If you meet the minimum qualifications for the examination for the class to which you have been nominated for an emergency appointment, you will need to submit an application for the next administration of that examination.

You will be required to complete and submit a new application to the Personnel Department when the examination is open for filing. If you are a City employee (received a regular appointment) and you accept an emergency appointment, you will automatically be on “protective” leave. This means you may automatically return to your former position at the end of the emergency appointment. If you are not currently a regular employee of the City of Los Angeles when you accept the emergency appointment and you cannot be appointed from an eligible list at the termination of your emergency appointment (one year or establishment of an eligible list, whichever comes first), you will be terminated from City employment.