



ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT EXEMPT EMPLOYMENT OPPORTUNITY

CHIEF GRANTS ADMINISTRATOR (1579) (Directing economic development focused on market investments and innovation)

Annual Salary: \$118,285.20 – 172,907.28

OVERVIEW

The Economic and Workforce Development Department (EWDD) is seeking an experienced individual to join our Economic Development Division (EDD). The EDD offers over \$600 million in direct and indirect financing and technical assistance programs that promote business growth and job creation, with a focus on underserved, economically challenged areas in the City of Los Angeles.

In developing its approach to economic development, EWDD is dividing its Economic Development Division into strategic working groups. The group this portion will oversee works on market investments and innovation. The Chief Grants Administrator is responsible for defining the work plan and structure of this group and ensuring the City is utilizing its public funding to obtain the highest outcomes and results.

The Chief Grants Administrator and their staff analyze and guide potential public investments in commercial, mixed use and industrial ventures in the City of Los Angeles by soliciting and vetting requests for public assistance and underwriting and coordinating an investment strategy with various public and private partners. The investment portfolio is divided between small business and micro-enterprise loan programs and larger investments in major development projects, institutions and business expansions that promote job growth.

RESPONSIBILITIES

The Chief Grants Administrator (CGA) position is responsible for shaping major policy recommendations for economic development issues in the City of Los Angeles, which involves extensive collaboration with the Mayor's Office, Council Offices, the U. S. Department of Housing and Urban Development, and various other public and private organizations in planning and implementing economic development projects.

The CGA manages and oversees a major function of EWDD's administration and operation. This position is responsible for the development, administration, and evaluation of economic development programs investing in various real estate development, job creation and economic development opportunities utilizing a variety of funding sources and investment tools. The lending program currently utilizes Community Development Block Grant, Industrial Development Bond conduit financing and Section 108 Loans as primary financing sources, but this position is also charged with developing new and innovative streams of funding for economic development investment.

In addition to pursuing grants and new streams of income, the CGA will need to ensure that there are clear guidelines for fund expenditures and will be responsible for fund administration. This includes revising and developing strong policies and procedures guiding investments, ensuring effective tracking of outcomes and timely reporting to all funders. The CGA will help prepare the division budget, monitor expenditures and coordinate budget appropriations with Federal and State grant resources.

Under the direction of the Assistant General Manager for Economic Development, the CGA will assist with the development of a citywide strategic plan for economic development that would serve as a road map for increased investment and revenues, and identify economic catalysts to improve and sustain the city's economy.

REQUIREMENTS

1. Two years of full-time paid experience in a position at least at the level of Assistant Chief Grants Administrator or in a comparable position within an agency or organization other than the City that provides experience in the design, implementation, administration or evaluation of economic development or community development programs.
2. A thorough knowledge of the theory, principles and practices of business, industrial and commercial finance, and commercial real estate finance; federal, state and conventional financing programs available to commercial and industrial entities; and the major principles, and practice of financing businesses, business operations and real estate development.
3. Demonstrated ability to negotiate and underwrite commercial loans and real estate development investments and draft appropriate contract, grant and loan documents. Experience establishing or assisting in establishing financial policies and procedures to help analyze and prioritize projects for investment, ensuring a reasonable approach to investments and compliance with Federal, State and local regulations and guidelines.
4. Demonstrated ability to plan, organize, direct and evaluate the work of professional employees and create a team environment.
5. Demonstrated knowledge and professional ability to develop, manage and administer a broad range of economic development programs, in a fast paced, progressive and diverse environment ensuring the success of investments through detailed project management and oversight during the term of the loan and or through the development process.
6. Demonstrated ability to identify and analyze potential problems and to develop innovative, practical solutions on matters related to a comprehensive community and economic development programs.
7. Experience in public sector administration preferred with demonstrated knowledge of federal grant application and administration; good knowledge of best practices and procedures for organization, budgeting and financial administration related to economic development programs.
8. Demonstrated ability in interacting with and making presentations before elected/appointed officials including the City of Los Angeles Mayor's Office, City Council, etc., as well as other Federal, State, local and regional agencies, individuals, diverse groups and organizations as the incumbent will be required to act as a spokesperson to market and promote the various economic development programs and incentives to existing businesses and to attract new business into the City of Los Angeles.
9. Demonstrated ability to develop and maintain a collaborative environment seeking partnerships with a variety of City departments, offices and bureaus, political entities, civic organizations, outside community based agencies, Federal agencies or other organizations, and the public in planning and implementing economic development projects in the City of Los Angeles.

10. A valid California driver license and a good driving record are required.

HOW TO APPLY

Interested candidates should immediately submit a resume detailing applicable background and work experience, a completed City job application, a cover letter of interest, and three (3) work-related references (include name, job title, affiliation and telephone number) by mail or email to:

Economic and Workforce Development Department
Human Resources Division, Attention: Cynthia Winston
1200 W. 7th Street, 4th Floor
Los Angeles, CA 90017
E-mail: Cynthia.Winston@lacity.org

Applications may be accessed at per.lacity.org/appform.htm **Incomplete applications will not be accepted.**

Only the most qualified candidates will be invited to a panel interview for further evaluation.

APPLICATION DEADLINE

Filing period may close at any time once sufficient applications are received.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services and activities. Please call (213) 744-7274 if you need assistance.

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.