



## Office of Mayor Antonio R. Villaraigosa

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### **Gang Reduction and Youth Development Program Manager (Regional)** **Job Description**

**Department:** Mayor's Office of Gang Reduction and Youth Development  
**Position:** Program Manager for the Gang Reduction and Youth Development Program – Exempt Position

**Duties and Responsibilities:** The Gang Reduction and Youth Development (GRYD) Program is a comprehensive gang reduction program administered by the Mayor's Office of Gang Reduction and Youth Development. The GRYD program aims to effectively reduce gang crime and violence in specific geographic areas through the application of evidence-based gang prevention, intervention, reentry, and suppression strategies. The GRYD Program Manager for the citywide oversight of all program management functions including program oversight, community relations, and program development and implementation throughout the city.

We will be hiring one Program Manager to oversee gang reduction and youth development efforts in each of the following regions:

- **San Fernando Valley**
- **West Los Angeles**

The GRYD Program Manager will report directly to the Deputy Director of Operations. Specific duties of the GRYD Program Manager include:

- Administering the local Gang Reduction and Youth Development initiative within the Mayor's Office;
- Developing and implementing gang prevention and intervention initiatives and specific programming in the GRYD region (ie. crisis response, capacity building, gang specific task forces);
- Overseeing and coordinating regional and community-wide gang reduction and youth development efforts in collaboration with community stakeholders (residents, schools, law enforcement, and local businesses);

- Ensuring City and Countywide coordination and integration of anti-gang strategies and activities;
- Outreaching to non traditional community partners (i.e. chamber of commerce, mental health providers, county institutions, non gang related community based organizations, etc.);
- Providing program updates to Mayor's Office, City Council, and Council Committees, including the Ad Hoc Committee on Gang Violence and Youth Development and Public Safety Committee;
- Ensuring participation and collaboration from local stakeholders including law enforcement, schools, community organizations, juvenile justice agencies, and faith-based institutions;
- Serving as a liaison for internal/external working groups to ensure GRYD goals and objectives remain at the forefront;
- Assist with the development and review of internal documents related to program development and implementation;
- Preparing and presenting quarterly Program Status Reports for the Mayor's Office;

**Requirements:**

- 3-5 years experience in contract administration and/or management;
- 3-5 years experience with administering juvenile delinquency/gang prevention and intervention/reentry programs;
- Graduation from an accredited four-year university with major course work in public administration, sociology, psychology or a related field;
- Ability to communicate effectively orally and in writing;
- Ability to analyze complex information and develop plans to address identified issues; ability to effectively demonstrate negotiation and facilitation skills;
- Ability to deliver professional presentations in both local and national arenas addressing juvenile delinquency/gang prevention strategies;

- Knowledge of laws and regulations pertaining to federal grants, contract administration and basic grant budgeting processes;
- Excellent time management skills, well-organized, detail-oriented and able to work both independently and under minimal supervision;
- Ability to work as part of a program administration team;
- Ability to understand, interpret, apply and communicate complex regulations, policies and procedures; and
- Strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships.

**Start Date and Salary:** Anticipated start date for this position will be immediate. Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

**Qualified candidates should email a cover letter and resume to:**

Gang Reduction and Youth Development  
Office of Mayor Antonio R. Villaraigosa  
[lagryd@lacity.org](mailto:lagryd@lacity.org)

**or you can mail a copy to:**

Office of Mayor Antonio R. Villaraigosa  
Gang Reduction and Youth Development  
200 N. Spring Street, Room 303  
Los Angeles, California 90012  
Attention: Mildred M. Lopez, Deputy Director of Operations

Please indicate which region you are interested in applying for in your cover letter.

If you have any questions related to this position description, you may call our office at (213) 473-7796.