



Office of Mayor Antonio R. Villaraigosa

Deputy Director for Planning and Administrative Services Job Description

Department: Mayor's Office of Gang Reduction and Youth Development (GRYD)
Position: Deputy Director for Planning and Administrative Services - 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 Deputy Director for Planning and Administrative Services oversee policy development and implementation, accounting functions, and grants and contracts administration for the GRYD Office.

The Deputy Director oversees ten employees including a Resource Development Officer, Grant Specialist, Accountants (2), Accounting Clerk, Manager for Planning, Compliance and Evaluation, and Policy Analysts (4). The Deputy Director reports directly to the Deputy Mayor of Gang Reduction and Youth Development. Major duties and functions include:

- Overseeing the implementation and management of all planning and administrative activities including but not limited to: developing Citywide policies and procedures related to gang reduction and youth development, liaising with partner city and community agencies, contract management, data collection, and evaluation and research;
- Overseeing all grant and contract-related functions including contract negotiations and execution, monitoring, compliance with state and federal grant requirements, and training for contractors;
- Overseeing all research and evaluation functions related to gang prevention, intervention and re-entry;
- Coordinating training and professional development for GRYD staff as it relates to the City's contract execution process, legislative process, and accounting functions;
- Preparing and advocating the budget for proposed expenditures from the General Fund related to gang reduction and youth development;

- Working with members of the City Council, the City's Ad Hoc Committee on Gang Reduction and Youth Development, and relevant City Departments on the development and implementation of a comprehensive, Citywide gang reduction and youth development strategy.

Related duties include:

- Identifying research and funding opportunities to support the Mayor's gang reduction strategy in the areas of juvenile justice, gang/violence reduction, workforce development, and youth development initiatives;
- Securing and maintaining relationships with City, County, State and Federal elected officials, relevant departments, and grantors in relation to gang reduction and youth development policy;
- Representing the Mayor's Office on gang reduction and youth development related issues before the City Council, and community forums.

Requirements:

- A minimum of 5-7 years experience with policy development and implementation, contract and grant administration, and evaluation;
- Experience with writing and monitoring of government or non-profit contracts;
- Ability to work with non-profit organizations, City department staff, community representatives, and elected officials;
- 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 government and grant budgeting processes;
- Excellent time management skills, well-organized, detail-oriented and able to work both independently and under minimal supervision;
- Ability to lead 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; and

- Proficiency with Microsoft Word, Excel, and PowerPoint software programs.
- Preferred Master's Degree in Public Policy, Policy Administration, Political Science or related field;

Start Date and Salary: Anticipated start date for this position is 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

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: Jeff Carr

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