



RON | GALPERIN
Los Angeles City Controller

Legislative Director

(Salary will be based upon qualifications & experience)

The Controller's Office is seeking a key addition to its executive team in the areas of legislative affairs. This individual should be driven, and interested in working in a collaborative, dynamic environment.

Ideal candidates should have the following skills and qualifications:

- Previous work as a legislative staff member, for a policy committee, an elected official, and/or an organization in the political advocacy world.
- Demonstrated experience working toward solving problems, conflict resolution and compromise, particularly on complex or controversial issues.
- Excellent written and verbal communications skills.
- Ability to communicate with stakeholders, interest groups, coworkers and supervisors and ensure that timely information is provided to the Controller.
- Capacity to work collaboratively in a diverse, fast-paced and deadline-driven environment
- Exercise self-motivation to manage projects, priorities, deadlines, and deliverables without supervision while working with a team.
- Track and research legislation and policy initiatives at local, state and federal levels and represent the Controller before elected officials, community leaders and the public.
- Bachelor's degree required, Graduate studies preferred

Main duties include, but are not limited to:

- Conducting research, providing briefings and drafting policy memos for the Controller on issues of public significance.
- Attend meetings of the Los Angeles City Council and its committees, and tracking the Controller's agenda.
- Represent the Controller before elected officials, community leaders and the public.
- Work with constituents and stakeholders to develop policy proposals and solve problems in the delivery of City services.
- Track and research legislation and policy initiatives at local, state and federal levels.
- Identify stakeholders and organize support on key issues.

Application Process & Deadline

Applicants interested in applying should email documents listed below to Jovonne.lavender@lacity.org with the following subject line: "Leg Director Application: {your full name}"

- Resume
- Cover letter

- Writing sample (3-page maximum)

Open until a sufficient number of applications are received. Qualified applicants will be contacted for an interview.

About the Office of Los Angeles City Controller Ron Galperin

The Los Angeles City Controller is an independently elected citywide official. He is the taxpayers' watchdog and the City's chief auditor and accountant. Ron Galperin, the 20th City Controller, came into office in 2013 from the private sector and is focused on innovation, efficiency, and return on investment within government.

The Controller's office investigates and publicly reports issues with City departments. It works to increase governmental efficiency and save taxpayers' money by improving operations. The office also conducts financial and performance audits, monitors, and reports on all matters relating to the City's fiscal health. The office keeps the City's official financial records as well as supervising and executing all expenditures, including payroll for more than 42,000 City employees.

This position is an exempt, at-will position which does not accrue civil service tenure, contractual employment rights or due process rights. The position is appointed and serves at the pleasure of the City Controller and may be removed without any finding of cause by the City Controller.