CITY OF LOS ANGELES
INVITES YOUR INTEREST IN THE POSITION OF
GENERAL MANAGER
HOUSING AND COMMUNITY INVESTMENT DEPARTMENT

FOR MORE INFORMATION ABOUT THE HOUSING AND COMMUNITY INVESTMENT DEPARTMENT, VISIT WWW.HCIDLA.LACITY.ORG
THE OPPORTUNITY

Los Angeles Mayor Eric Garcetti is seeking an energetic, innovative, and transformational leader to be General Manager of the Housing and Community Investment Department (HCIDLA). This is an extraordinary opportunity to improve the quality of life for millions of residents in America’s most dynamic city.

Los Angeles is in the midst of an unprecedented housing crisis, which threatens economic opportunity for many of the most vulnerable Angelenos. Mayor Garcetti is confronting the crisis with a strategy focused on expanding the supply of housing, strengthening protections for tenants, making development more equitable, and keeping Angelenos from falling into homelessness. The Mayor is also working across jurisdictional lines to build thousands of units of supportive housing for formerly homeless Angelenos while creating temporary housing and shelter capacity at unprecedented speed and scale.

The General Manager of HCIDLA will work closely with Mayor Garcetti and his team to take on these challenges and promote livable and prosperous communities through the development and preservation of decent, safe, and affordable housing, neighborhood investment and social services.

THE ROLE

The General Manager of HCIDLA is appointed by the Mayor and is subject to approval of the Los Angeles City Council. The General Manager leads a Department that currently has an annual budget of $90 million and 756 authorized full time employees.
As currently structured, the General Manager will oversee the following Bureaus which are supported by four Assistant General Managers responsible for the following:

- **The Administration Bureau** provides all budget, systems, and administrative support for the department. The Bureau oversees all systems including equipment, online applications and portals and the website. The Bureau also manages loans and grants from the federal government and other entities.

- **The Housing Development Bureau** facilitates the financing of housing development projects. With the support of local, state, and federal dollars, the Bureau builds and preserves housing in low-income communities and leverages public dollars with private investments in order to maximize existing resources.

- **The Community Services and Development Bureau** oversees social services and housing programs that assist low-income, homeless, special needs populations, and communities in general. The Bureau also manages the Consolidated Plan, the tool that enables the City to administer federal funds (including HOME, ESG and CDBG).

- **The Regulatory Compliance and Code Enforcement Bureau** serves as a resource to landlords and tenants, and provides information on their rights and responsibilities under the **Rent Stabilization Ordinance** and the City and State **Housing Codes**. The Bureau oversees the direct assistance that is provided at HCIDLA's **public counters** and provides year-round **workshops** on various landlord-tenant topics. Finally, the Bureau oversees a team of housing inspectors who respond to code violation complaints and conduct scheduled inspections for 760,000 rental units in the City of Los Angeles.

**DESIRED CHARACTERISTICS**

Mayor Garcetti has built a cohesive team of General Managers who share important qualities and characteristics. Top candidates for the HCIDLA General Manager position will possess these same qualities:

- **Leaders** who are not only effective managers, but also have the vision, discipline, tenacity and skills to set and achieve strategic goals.

- **Team players** who foster collaboration at all levels of the organization, with an understanding that problems and solutions routinely cross department lines and city borders.

- **Team builders** who make it a priority to empower, coach, mentor, and recognize city staff members to increase individual and shared capacity to achieve success.

- **Change agents** who use data and performance metrics to drive continuous improvements and achieve results.

- **Strategic thinkers** who are capable of achieving results that are economically, environmentally, and socially sustainable.

- **Public servants** who personally demonstrate the integrity and work ethic that inspires confidence in the city workforce and among the broader public.

- **Active learners** who seek best practices across public, private, non-profit and academic sectors and apply them to unique challenges and opportunities.
DESIRED CHARACTERISTICS (CONTINUED)

Top candidates for consideration will also possess the following qualities:

- Ability to lead the department and staff through organizational changes and an evolution of the mission as the department responds with urgency to the City's homelessness crisis.
- Ability to build strong relationships through collaboration with multiple stakeholders including the Mayor's Office, community leaders, housing advocates, housing developers, service providers, and the County, the private and not-for-profit sectors to drive creative solutions to complex and heavily regulated housing issues.
- Desire to innovate the field of housing to increase the supply of affordable housing, supportive housing and other forms of housing in the Los Angeles region.
- Proven ability to create results in the housing or similarly complex and regulated sectors.
- Ability to drive the direction of housing programs and initiatives and engage key internal and external stakeholders in the vision for large-scale and urgent housing production.
- Understanding of how land use and financial tools can be used to create affordable units, and the ability to see both long-term and short-term steps necessary to make concrete progress toward goals.
CITY GOVERNANCE AND STRUCTURE

Los Angeles is the second-largest city in the United States and has a diverse population of 4 million people. It is a world-class city that is driven by a diversified economy and offers an unparalleled quality of life. Los Angeles is an economic powerhouse and a global trendsetter in virtually every field of human endeavor.

Los Angeles is a Charter City and is governed by a Mayor and City Council. The City Council serves full time and has 15 members elected by district for up to three four-year terms. Boards and Commissions, appointed by the Mayor and confirmed by the City Council, assist the Mayor in overseeing the City's Departments and Bureaus. Mayor Eric Garcetti was elected in 2013 and is currently serving his second term.

QUALIFYING EDUCATION AND EXPERIENCE

Desired qualifications include:

- Bachelor’s Degree in business administration, economics, finance, marketing, planning, urban studies or related field. Advanced degree desirable, but not required.
- Five years of full-time paid senior-level management experience with a major government, housing, community development or similar organization with responsibility for key aspects of development, financing, and administration.
- An understanding of the dynamics, diversity, and landscape of Los Angeles is highly valued as well as command of federal rules and regulations.

Highly qualified candidates with transferable skills and expertise on the local and/or national level are strongly encouraged to submit qualifications for review and consideration.

EXECUTIVE COMPENSATION AND BENEFITS

The salary range is $178,149 - $315,768 per year. A highly competitive benefits package includes an independent retirement plan to which both the city and the employee contribute, multi option health, dental, and vision coverage, as well as generous vacation and sick leave.
**TO BE CONSIDERED**

Electronic submittals are required. Interested candidates should immediately submit a resume, cover letter, and three work-related references (include name, job title, affiliation, and telephone number) to:

City of Los Angeles Personnel Department  
Attn: Leonard Torres  
Executive Recruitment  
Email: per.execsearch@lacity.org

(Note: When e-mailing your application material, the subject line should reflect your Name and the Job Title you are applying for.)

Questions may be referred to Leonard Torres at (213) 473-9394 or Art Irigoyen at (213) 473-9134.

The filing period may close on Thursday, April 9, 2020 by 4 p.m. or until sufficient applications are received.

**In order to be considered, resumes must include:** A description of the size and function of the organizations managed; description of your role in the organization; at least one major professional accomplishment in which you played a key role; and any relevant experiences or unique characteristics which could further qualify you for this position.

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 is an interview.

**HCID Mission Statement**

Our mission is to promote livable and prosperous communities through the development and preservation of decent, safe, and affordable housing, neighborhood investment and social services.