

POSITION DESCRIPTION
Great Streets Project Coordinator
Mayor's Office of City Services
AUGUST 2017



Summary

The Great Streets Project Coordinator (Project Coordinator) reports to the Program Manager of Great Streets, who reports to the Director of Neighborhood Services, who reports to the Deputy Mayor for City Services and the Deputy Mayor's Executive Officer. The Project Coordinator works most closely with staff of the Neighborhood Services team and in collaboration with the other Mayor's Office of City Services (MOCS) policy teams, including the Immigration, Infrastructure, Transportation, and LARiverWorks teams. The Project Coordinator plays a critical role in implementing the objectives of the Mayor's first Executive Directive, which launched Great Streets Initiative. The Project Coordinator is expected to develop strong working relationships with departmental and intergovernmental staff as well as with other public agency and community stakeholders in order to champion the Mayor's priorities. The Project Coordinator's responsibilities will vary, but will include the following:

Perform day-to-day functions in support of Great Streets goals (50%).

- Provide direction to departmental staff who oversee "incubated" Great Streets programs: Maintenance, Challenge, Mobility/Safety, Arts Activation Fund, Great Streets Great Business.
- Provide support on behalf of the Mayor's Office for necessary interdepartmental coordination.
- Work with City staff and consultants to ensure their Great Streets deliverables are of high quality.
- Supervise interns.

Manage administrative duties of Great Streets operations within Mayor's Office (10%).

In consultation with the Great Streets Program Manager and Director of Neighborhood Services:

- Coordinate development and adoption of annual joint budget requests.
- Initiate development, production, and distribution of marketing materials.
- Initiate hiring and management of interns.
- Compose weekly and quarterly reports.

Manage an evaluation system that communicates progress of Great Streets outcomes (10%).

- Oversee Great Streets benchmarking of First 15 corridors.
- Organize departmental collection and reporting of metrics for core programs.
- Develop annual reports for programmatic metrics at conclusion of each fiscal year.
- Develop infographics, reports, and other content for distribution through media channels.

Organize communication of "wins" and cultivate opportunities to highlight Mayoral successes (10%).

- Manage use of Great Streets web and social media platforms to communicate with key partners.
- Engage national complete streets and place-making organizations to elevate the initiative's work.
- Identify public engagement and speaking opportunities to share Great Streets achievements.

Develop and manage internal and external partnerships (10%).

- Proactively seek and develop partnerships with various stakeholders that contribute diverse resources.
- Assist in identifying departmental resources to support Great Streets.
- Support community partners with technical assistance -- facilitating effective partnerships with the City.

Report to and support the Great Streets Program Manager (10%).

- Assist in developing strategic plans.
- Assist in managing the Great Streets Working Group.
- Assist in implementing key policy initiatives.

Key Qualifications

- Familiarity with and affinity for the City of Los Angeles, including government operations, rules, policymaking process, and functions of various city departments, agencies, boards and commissions.
- Knowledge and experience of mobility, open streets, neighborhood, and social impact issues in Los Angeles.
- Ability to multi-task and forge effective working relationships with multiple parties.
- Ability to analyze data and synthesize into clear policy recommendations.
- Ability to quickly assess problems and act toward achieving near- and long-term solutions.
- Strong written and verbal skills, with ability to tactfully respond to public inquiries and concerns in a timely manner.
- Experience working in the diverse communities of Los Angeles.