

LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Job Title: Senior Economist
Reports To: Director
Department Institute for Applied Economics
FLSA Status: Exempt

Summary:

LAEDC is a public-benefit nonprofit, with a focus on advancing opportunity and prosperity for the 10 million residents of LA County. We believe that many of LA's most urgent social needs are linked to economic opportunity, now and in the future. LAEDC's collaboration with many leaders in education, business and government is a great strength that enables strategic progress on economic opportunity. By joining our team your work will have social impact.

This position interfaces with all levels of LAEDC personnel, consulting clients, local communities, business executives and the larger external business community. Plans, designs, and conducts research to aid in interpretation of economic relationships and in solution of problems arising from production and distribution of goods and services by performing the following duties.

Duties

- Conduct cost-effective and profitable economic research and analysis for government, private, education and nonprofit clients.
- Give presentations, provide testimony and conduct "on-the-record" press interviews, as appropriate
- Prepare reports and projects for clients (research design, data collection, analysis and narrative)
- Direct efforts of department analysts as needed
- Continually develop expertise in regional analysis, specifically economic impact analysis, including staying abreast of the newest tools, platforms and software of the trade to improve products offered by the Institute
- Project management from proposal through delivery to ensure timely delivery of projects in good form
- Ensure all activities support the LAEDC's mission, goals and objectives

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

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Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software; Database software and Contact Management systems.

Certificates and Licenses: N/A

Supervisory Responsibilities: N/A

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical Demands:

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply for this position, please send a cover letter and resume to Shannon.Sedgwick@laedc.org

LAEDC is an equal opportunity employer