

# LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

**Job Title:** District Manager  
**Reports To:** Vice President  
**Department:** Business Assistance & Development  
**FLSA Status:** Exempt

## Summary:

Interfaces with all levels of LAEDC personnel, Executive Committee, Board of Governors, LAEDC member firms, government, philanthropic organizations, and the larger external business community. The District Manager activities operate along the entire product/service value chain continuum associated with growing industry clusters in partnership with LAEDC departments to fulfill the organization's vision to increase economic opportunity in the region. The District Manager position provides strategic consulting assistance to businesses in one of the Los Angeles County Board of Supervisors' (BOS) five Districts.

## LAEDC's Culture of Inclusion

LAEDC is committed to cultivating and preserving a culture of inclusion and connectedness. Understanding that we, like the population we serve, come from all walks of life and are a stronger organization because of it, the LAEDC is committed to a culture that values and prioritizes diversity and free expression within its team. We are proud to be an equal opportunity employer that stays true both to our roots here in Los Angeles County and to our mission by ensuring that anyone, regardless of one's background, origin, orientation, or station in life, and other characteristics that make our employees unique, can find a home at the LAEDC with our team.

## Duties

- Provides **strategic business consulting** within one of the five Los Angeles County BOS Districts providing hands-on business attraction, retention, expansion, job growth and layoff aversion assistance to companies
- **Market and promote Los Angeles County** and the specific BOS District through outreach to targeted key industries and businesses through monthly in-person consultations and presentations
- Manage client relationships and **develop action plans** of resources, programs and incentives for business by assessing the needs of both at risk and growing businesses
- Develop and manage a **pipeline of projects in the district** for business attraction, retention and expansion to ensure annual goals and contract SOW requirements are met
- Secure **Customer Satisfaction Survey** from businesses participating in business assistance and layoff aversion services, earning a favorable customer satisfaction rate
- Develop and maintain **professional relationships** with established economic and workforce development partners, regulatory agencies and local government within the district, identifying/matching/utilizing resources as needed for strategic business consulting
- Serve as an **industry sector specialist** to the Los Angeles County businesses, economic and workforce development communities and Industry Cluster Councils in one or more of LAEDC's identified competitive, growing and traded industry clusters
- Deliver **presentations on business assistance**, layoff aversion and targeted industry services and represent the LAEDC at countywide and regional economic events
- Provide **compliance level reporting** on business attraction, retention and expansion efforts, contracts, grants and sponsorship
- Oversight for resources and projects, including workflow to accomplish objectives, and fostering a **team environment** for collaboration and a culture of professional performance
- Provide **support for team projects**, grants, and presentations as assigned

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- Ensure all activities **support the LAEDC's mission**, goals and objectives

## **Competency:**

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

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

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

**Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

## **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:**

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and related fundamentals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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## Computer Skills:

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

**Certificates and Licenses:** N/A

## Qualified Applicants:

The LAEDC will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local Fair chance laws including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance (FCIHO). The LAEDC is an Equal Opportunity Employer. For further information about LAEDC, please visit our website at [www.laedc.org](http://www.laedc.org)

## Work Environment:

The work environment is currently "work from home" status, due to a health order mandate from the County of Los Angeles, using home internet. When the COVID-19 pandemic of 2020 is finished and it is deemed safe to return to the office, the position will be placed at the LAEDC office in DTLA or a satellite office.

The 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 moderate.

## Physical Demands:

The work environment is currently "work from home" status, due to a health order mandate from the County of Los Angeles using home internet. When the COVID-19 pandemic of 2020 is finished and it is deemed safe to return to the office, the position will be located at the DTLA office or a satellite office.

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 talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and 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.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**If interested please send cover letter and resume to [andrew.weddle@laedc.org](mailto:andrew.weddle@laedc.org) with your name and "District Manager Open Position" in the subject line.**