

# LOS ANGELES COUNTY ECONOMIC DEVELOPMENT CORPORATION

**Job Title:** Program Manager  
**Reports To:** Senior Director  
**Department** Strategic Initiatives  
**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. Directs, coordinates and implements programs and activities in the Strategic Initiatives department by performing the following duties personally, including policy and industry cluster research and programmatic support. The Program Manager will research, track, advise, and prioritize legislation on the local, state, and federal levels.

## 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:

- Develop, with guidance from the Senior Director, a **strategic road map** to advance LAEDC policy priorities on specific key industries and programs to shape and influence economic development policies and legislation at the local, state and federal levels.
- **Conduct research and issues memorandums** on local, state, regional, and federal regulation and legislation.
- Develop and maintain a **legislative calendar timeline** for local, state and federal governments to help LAEDC more effectively engage governmental, community, and business partners on policy and legislative agendas.
- Develop a **"power map"** of information and data relating to governmental officials, representatives and legislative/policy priorities/interests.
- Create scalable rapid response and long-term **engagement strategies** for legislative issues and new emerging policy and programmatic priorities.
- Plan and staff **policy events** locally and in Sacramento (Policy Days) engaging key industry leaders and utilizing the LAEDC industry council network.
- Cultivate **strategic relationships** with business leaders, industry associations, community partners and governmental offices to successfully advance economic development policy agendas.
- Provide organizational leadership to support the **interdepartmental collaboration** regarding programs and facilitate input on current and future policy needs.
- Plan and execute deliverables for **industry councils and industry projects** with guidance from Senior Director, including preparation of presentation materials.
- Oversight for resources and projects, including workflow to accomplish objectives, and fostering a **team environment** for collaboration and a culture of professional performance.
- Responsible for **additional duties** and departmental projects as assigned.
- Ensure all activities duties **support the LAEDC's mission**, goals and objectives.

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## Competencies:

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

- *Strategic Thinking* – Develops strategies to achieve organizational goals. Understands organization's strengths and weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- *Oral Communication* – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- *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.
- *Team Work* – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goal and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments to other team members.
- *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.
- *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

## Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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:** Bachelor's degree required, and two to four years related experience in policy/legislative work.
- **Language Ability:** Ability to read, analyze, and interpret general business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Math Ability:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **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.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, E-mail, Prezi and PowerPoint.
- **Transportation:** Must have reliable transportation to attend LAEDC events and meetings.
- **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 and personal cell phone. 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. The

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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:**

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 and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

## **Contact:**

To be considered for this position, submit cover letter and resume to [Judy.kruger@laedc.org](mailto:Judy.kruger@laedc.org).

***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*

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*Date*

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*Supervisor Signature*

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*Date*