

**POSITION ANNOUNCEMENT:  
Field Deputy (Full Time)**

**Field Deputy**

The Office of Councilmember Eunisses Hernandez is seeking a Field Deputy who will be assigned to one or multiple neighborhoods within the district. They will work closely with their colleagues in the Field and City Hall to ensure constituents in the district have their needs met and that district priorities and information about important issues are proactively communicated to constituents.

A Field Deputy serves as the Councilmember's representative to constituents, government agencies, business and local community groups. The Deputy must be proactive and responsive to the community. Ideal candidates have strong ties to and/or knowledge of Council District 1 neighborhoods and experience organizing and/or working in communities. The Deputy will assist the Councilmember by ensuring residents receive municipal services, and that any district concerns or complaints are properly addressed.

**Duties include, but are not limited to:**

- Proactively engaging, communicating with, and building relationships with district residents, businesses, and community groups.
- Receiving and resolving constituent concerns and complaints with the support and assistance of colleagues and City departments to ensure that constituents' needs are met in a timely and satisfactory manner.
- Identifying, tracking, and coordinating neighborhood priorities in accordance with district wide priorities.
- Working creatively to problem solve on behalf of constituents and identify governmental and nongovernmental solutions to neighborhood concerns and complaints.
- Represent the Councilmember at meetings and events, and report back with recommendations for action on issues of importance to the District.
- Identify, plan and coordinate events for the Councilmember, which include advancing the event site and writing event briefings and talking points.
- Managing a large volume of emails and phone calls and ensuring a satisfactory response to constituent inquiries and managing workload in partnership with colleagues and City departments.



- Establish and maintain cooperative relationships with other elected officials, government agencies, community based organizations, constituent groups, and business leaders.
- Organize neighborhoods, individuals, and coalitions around key issues.
- Ability to manage an independent schedule of meetings and events in the morning, evening, and weekends.
- Perform data entry of work activities, progress, and outcomes.
- Submit weekly field activity reports and as needed requested project reports.

**The ideal candidate should have experience in the following:**

- Bilingual in Spanish (Speaking required. Reading and writing preferred)
- Demonstrated commitment to social justice and enthusiasm about Councilmember Hernandez's policies, priorities and values.
- Diligence and perseverance with a high capacity for hard work, and a willingness to work closely with team members.
- High ethical work values and commitment to public service.
- Flexibility with schedule to arrive early, stay late, and/ or cover weekends.
- Consensus building around a project or issue, where there were a variety of differing opinions.
- Community organizer with responsibility for building grassroots support for an initiative, project, or campaign.
- Represented an elected official, political candidate, community organization or business to a group of community stakeholders, where it was their responsibility to effectively communicate a position, policy, and/ or project.
- Strong critical and creative thinker.
- Confidence in public speaking and facilitating meetings .
- Effectively assisted a member of the community by engaging a government agency to help solve a complex problem.
- Successfully delivered a project in a challenging setting, with many stakeholders, from start to completion.
- Must be able to work as team player
- Ability to work independently and manage multiple tasks.



The position is full-time and exempt from Civil Service. **Yearly Salary Scale: \$72,996.48 - \$81,599.04.** Compensation will be based on experience and commensurate with experience, and includes a high-quality benefits package; 13 paid holidays per year; flexible plans for multi-option health, dental, and vision coverage; and family and domestic partner leave.

In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to being hired by the hiring City department. The ordinance is available at [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf).

**If you are interested in applying, please provide a cover letter, resume, and writing sample 1-2 pages (proposal, letter, briefing paper, etc) when completing our online application at [bit.ly/CouncilDistrict1Jobs](https://bit.ly/CouncilDistrict1Jobs).**

*The City of Los Angeles values diversity, equity, and inclusion in its workforce. We encourage any and all qualified individuals to apply, regardless of their racial or ethnic background, sex, gender identity, or any other protected trait or characteristic.*