



City of Los Angeles  
Emergency Management Department

**EXEMPT EMPLOYMENT OPPORTUNITY**

JOB TITLE: Principal Project Coordinator (9134)

SALARY: \$88,218 - \$128,996 (DOQ – Salary compensation for new employees is usually at the lower salary range.)

FILING PERIOD: Open until a sufficient number of applications are received.

The Emergency Management Department (EMD) is seeking a Principal Project Coordinator with experience in emergency preparedness, planning and program sustainment for inclusive disaster planning for people with disabilities and others with access and functional needs.

**OVERVIEW**

EMD acts on behalf of the Mayor, the City Council, Emergency Operations Board (EOB), and Emergency Operations Organization (EOO) on all matters of Citywide emergency planning, training, mitigation, recovery, and Emergency Operations Center (EOC) readiness. With approximately four million (4,000,000) residents and four hundred thousand (400,000) business firms, the City of Los Angeles Emergency Management Department (EMD) has the immense task of planning and preparing all City departments, residents, and businesses for manmade and natural emergencies, and coordinating subsequent response, recovery, and mitigation efforts.

**POSITION DESCRIPTION**

The Principal Project Coordinator will be assigned to EMD's Special Projects and Analysis Division and be responsible for ensuring the sustainment of the City's recently completed effort to strengthen its emergency response capabilities to support people with disabilities and other with access and functional needs (DAFN). As mandated by the Court (USDC, Central District, Case No. CV 09-0287 CBM (RZx)), EMD was made responsible for managing the City-wide effort to review and update the City's Emergency Operations Master Plan and Annexes for compliance with the Americans with Disabilities Act (ADA). The City has approved the hiring of a full-time City position within the EMD who will be dedicated to ensure that the effort to obtain compliance with the ADA was sustained.

## **THE IDEAL CANDIDATE WILL:**

- Have broad understanding and knowledge of contemporary emergency operations planning, policies and practices
- Be knowledgeable and understand the unique needs and issues of the DAFN community how the City can best provide for and deliver the services they require during an emergency or planned event
- Be fluent in English and possess excellent communication skills (oral and written)
- Have a bachelor's degree with major course work in emergency management, public administration, public health, urban planning or other related field (Graduate degree preferred)
- Minimum of three-years full-time, paid professional work experience, of which two-years administering or coordinating a broad based disaster preparedness or emergency operations program for a government agency, emergency services organization or a large company
- Have a valid driver's license in good standing
- Have experience in project management and conducting training
- Have excellent time management skills
- Be able to work independently and with others
- Have supervisory experience

The City of Los Angeles is an Equal Employment Opportunity Employer

## **NOTES**

This is an exempt position. The City of Los Angeles offers an excellent employee benefits package. The Principal Project Coordinator will report to the Special Projects and Analysis Division Chief who oversees all projects in the department related to citywide Disability and Access and Functional Needs disaster preparedness. Evening and weekend work may be required. This is a salaried position and is not eligible to receive overtime compensation for hours worked in excess of 40 hours per week.

## **SELECTION PROCESS**

Applications received will undergo a review of qualifications. Those candidates determined to possess the experience best suited to perform the duties above will be scheduled for an interview.

## **TO APPLY**

Applicants click here for the City of Los Angeles, Departmental Application for Employment:  
<http://per.ci.la.ca.us/Forms/Application.pdf>

Submit the City application and a resume. Interested candidates should email, fax, or mail their applications to the Emergency Management Department, attention: Bruce Aoki, [bruce.aoki@lacity.org](mailto:bruce.aoki@lacity.org), Fax: (213) 978-0517, or 200 N. Spring Street, Room 1533, Los Angeles, CA 90012. Incomplete submittals will be rejected.

## **CITY OF LOS ANGELES**

### **GENERAL INFORMATION ABOUT EXEMPT EMPLOYMENT**

- *Exempt employees serve at the will of the appointing authority and can be terminated at any time without cause.*
- *Exempt employees have no property interest in their employment, and any procedural benefit or other prerogative extended to them by their appointing authority is not intended to create and does not create any such property interest.*
- *No officer or employee of the City may make to any other officer or employee any representation of a property interest in employment which does not correspond to Charter provisions unless the City Council, by ordinance, permits such representation.*
- *No unauthorized representation can serve as the basis of an employee's reliance on, or expectation of, a property interest.*