

## COMPENSATION & BENEFITS

**Compensation:** The salary range for this position is \$156,752 - \$243,781 annually. The starting salary will be based upon the experience and qualifications of the successful candidate. This unclassified position is subject to the provisions of Los Angeles County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range R15.

**Benefits:** The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – Los Angeles County Employees Retirement Association (LACERA), a contributory defined benefit plan
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary
- **Flexible Spending Account** – Optional employee tax-free health care spending account
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary
- **Holidays** – 13 paid County holidays per year

## EQUAL OPPORTUNITY EMPLOYER:

We are an equal opportunity employer and value diversity. It is our policy to provide equal employment opportunities for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, disability, or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act. We will follow all of our obligations regarding the provision of reasonable accommodations to applicants.

## HOW TO APPLY

Highly qualified candidates are encouraged to respond by **January 26, 2022** for consideration. Depending on the quality of the applicants, there may not be an opportunity to consider applications submitted after that date.

Electronic submittals are strongly preferred and should be submitted to: [CEOExecRecruitment2@ceolacounty.gov](mailto:CEOExecRecruitment2@ceolacounty.gov)

Please indicate Executive Director, Women and Girls Initiative (UC) in the subject line of your email. Hardcopy submittal by mail and confidential inquiries should be addressed to:

Stacey M. Winters  
County of Los Angeles Chief Executive Office  
500 West Temple Street, Room 785  
Los Angeles, CA 90012  
Fax: (213) 613-0744

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.



County of Los Angeles

Invites Resumes for:

**Executive Director  
Women and Girls Initiative  
(Unclassified)**

**Filing begins on January 12, 2022**

To enrich lives through effective and caring service.







## The Opportunity:

This unclassified position, housed within the Policy Implementation and Alignment Branch, is a two-year commitment and is responsible for the management, coordination, implementation, and evaluation of programs, projects, research, analysis, strategic planning, community outreach, and other activities undertaken by the Women and Girls Initiative (WGI). The Executive Director will provide guidance and strategic direction to the CEO and County departments and work collaboratively to: (1) review and assess the policy guidance established during the first five-year phase of the WGI; (2) evaluate and recommend strategies to implement those policies across the County; and (3) identify, develop, advance, and recommend to the CEO and Board additional programs and policies for implementation across the County that will develop and improve gender equity, with a focus on women and girls.

## Minimum Requirements:

- Graduation from an accredited college or university with a Bachelor's degree.
- Six years of highly responsible experience directing a major central staff section providing administrative services in a department involved in similarly complex problems or six years of combined advocacy and government, or non-profit and government experience in the planning, development, implementation, operation, and maintenance of highly complex, agency-wide systems.
- Proven expertise in policy and program implementation, collaborative program planning and development, communications, and report writing.
- Proven track record in advancing women's rights or gender equity in the public, nonprofit, or private sectors.
- LICENSE: A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.



## Job Responsibilities:

- Plans, organizes, directs, and evaluates the work of the WGI staff.
- Identifies clear project task deliverables, monitors progress and/or addresses those conditions which impede or thwart progress on the work of the WGI.
- Proactively and regularly communicates with all Board offices, County departments, and other stakeholders as necessary to achieve implementation of the County's WGI programs and policies, and to strengthen the County's gender-responsive capabilities.
- Directs and develops the preparation, presentation of research analysis, special studies, and program recommendations for the WGI to the Board.
- Oversees the preparation of periodic reports, conducts all fiscal management of WGI budget, allocation, and expenditure controls for the work.
- Produces reports and presentations to update and engage County departments and makes recommendations to the Board on identified initiatives.
- As necessary to advance implementation of WGI programs and policies, directs the development and implementation of community and media outreach efforts.
- Develops and pursues strategies to generate outside revenue for County agencies and programs related to the WGI.
- Oversees the development and monitoring of contracts with various professional specialists, experts, and analysts engaged in furthering the work and initiatives of the WGI.
- Reviews, analyzes, and uses data to help guide the work of the WGI.
- Provides leadership and support for the development of legislative proposals and strategies to enhance and improve the County's gender-responsive capabilities.

## Desirable Qualifications:

- Experience establishing and maintaining liaison with high-level networks and/or coalitions across sectors (with government entities, community-based organizations, and/or private business).
- Ability to effectively analyze information, develop a plan, and measure program outcomes.
- Excellent project management and leadership skills; ability to handle multiple projects concurrently.
- Highly refined written and oral communication skills, including public speaking.
- Highly developed interpersonal skills.
- Knowledge of the County's WGI objectives.
- Extensive knowledge in the key issue areas impacting women and girls, such as: violence against women, child welfare, healthcare, housing and homelessness, criminal justice, education, economic inequities, labor, immigrant community, public social services as well as arts, culture, and parks.

## Who We Are:

The County of Los Angeles (County) is the largest employer in Southern California with more than 110,000 employees across 37 departments and an operating budget of \$36 billion. With a population of over 10 million residents, we serve the needs of 88 municipalities that lie within our boundaries. We are governed by a five-member Board of Supervisors (Board) elected on a nonpartisan basis to serve four-year, staggered terms as our executive and legislative authorities.

## What We Do:

The Chief Executive Office (CEO) is the central executive, strategic, and administrative agency driving transformative change to improve the lives of our diverse constituents. We lead collective efforts with other departments to achieve priorities established by our Board regarding affordable housing, healthcare integration, homelessness, child protection, justice reform, anti-racism, diversity and inclusion, and poverty. As the administrative agency responsible for the County's \$36 billion budget, we handle specialized functions to lead and maximize the use of County assets; advocate the County's position on State and federal agendas; lead and implement the Countywide Strategic Plan; implement risk management strategies to mitigate financial loss; and convey the County's message through a variety of communication platforms.

## The Right Person For This Job:

We are seeking an individual with a strong track record of success and proven leadership experience carrying out gender equity programs and policy in government, nonprofits and/or businesses to help lead the new two-year implementation-focused phase of the Los Angeles County initiative on Women and Girls. The ideal candidate will possess excellent communication and interpersonal skills and a desire to build and maintain strong working relationships. The successful candidate will work collaboratively and effectively with a diverse group of committed individuals including elected officials and members of the community.