



## Office of Mayor Antonio R. Villaraigosa

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### **Contract Specialist Job Description** **Mayor's Office of Homeland Security and Public Safety**

**Department:** Mayor's Office of Homeland Security and Public Safety  
**Position:** Contract Specialist – Exempt Position

**Duties and Responsibilities:** Mayor Antonio R. Villaraigosa's Office of Homeland Security and Public Safety is responsible for developing policy and administering over \$300 million in grant programs to benefit the City of Los Angeles. The Office's grant program involves managing grant projects, conducting fiscal audits, developing contracts with partner agencies and cities, and complying with federal and state requirements. The Office is currently looking for a Contract Specialist to join the compliance team and perform the following duties:

- Manages the contract management process (fiscal, legal, and programmatic) for federal and state grants;
- Drafts, negotiates, processes, and monitors professional services contracts, amendments, and other agreements for the Los Angeles Police Department, Los Angeles Fire Department, other city agencies and regional governments; and
- Drafts request for proposals and conducts procurement for grant programs.

**Requirements:** Juris Doctor degree or significant contract management experience; proficiency with Microsoft Word and Microsoft Excel; formatting skills, prior government work experience; excellent communication skills; prior experience performing detail-oriented work assignments; prior experience managing a variety of projects; ability to think logically and apply legal and administrative policies to compliance functions; working knowledge of the Los Angeles City Charter, Administrative Code, City rules and practices; and familiarity with the Los Angeles City Council transmittal process.

**Salary:** Compensation will be negotiated within an established annual salary range commensurate with demonstrated skills and work experience.

**Qualified candidates should send a cover letter and resume to:**

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