



## Office of Mayor Antonio R. Villaraigosa

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### **Project Manager Job Description** **Mayor's Office of Homeland Security and Public Safety**

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

Los Angeles Regional Interoperable Communications System (LA-RICS) Project Manager

#### **Reporting Relationships/Supervision:**

Reports to the City of Los Angeles Deputy Mayor of Homeland Security & Public Safety (HSPS). Works in close coordination with the HSPS Grants Director, HSPS Financial Director, and HSPS Policy Teams. Liaison to the UASI Working Group, UASI Approval Authority, the LA-RICS Joint Powers Authority (JPA), and the LA-RICS Executive Director.

#### **Basic Function:**

At the direction of the Deputy Mayor and in coordination with the HSPS Grants Team, the LA-RICS Project Manager plans, organizes, manages, and directs activities related to the LA-RICS project. Ensures successful integration of all aspects of the LA-RICS project, including technical, financial, legal, and political, to ensure that the project stays on budget and on schedule.

#### **Responsibilities:**

- Responsible for the overall management and oversight of all LA-RICS activities including but not limited to: drafting technical specifications, issuing requests for proposals and selecting contractors, contract management and milestone monitoring, ensuring compliance with all applicable rules and regulations, managing federal, state, and local funding, developing a financing plan for project completion and sustainability, ensuring participation of all regional public safety agencies, and regular reporting to all key stakeholders.
- Acts as liaison to Los Angeles County CEO, Los Angeles County Counsel, and Los Angeles County Internal Services Department for administrative, planning, and execution of project tasks and deliverables.
- Supports contracting processes such as RFP development, developing contract schedules/program plans, assisting with the recruitment/selection of RFP evaluators and criterion.

- Envisions and plans for multi-year project funding, and provides quarterly reports on funding sources for LA-RICS.
- Assists in drafting language for investment justifications as directed and within the guidelines/timelines established by UASI Working Group.
- Participates in grant application peer reviews at regional, state and federal level.
- Provides oral presentations to local or regional groups and agencies on project status and/or program goals/initiatives.
- Provides monthly programmatic and fiscal status reports to the HSPS Grants Team.
- Assists with environmental and historical clearance requirements for LA-RICS.
- Conducts regular public outreach for specific programs (Disaster Councils, Police/Fire/Sheriffs Groups, and Community Based Organizations).
- Provides briefings to the UASI Working Group, UASI Approval Authority, and LA-RICS JPA members prior to meetings/actions.
- Assists in providing information needed for government processes such as governing body transmittals, resolutions, contracts, and memorandums of agreement.

**Deliverables:**

- RFP
- RFP Evaluation Criteria
- RFP Evaluation Team
- County Controller and JPA Memorandum of Understanding
- Contract with Selected LA-RICS Vendor
- Schedule of Itemized Vendor Deliverables
- Quarterly Spending Reports
- LA-RICS five year financing plan

**Knowledge, Skills, and Abilities:**

General knowledge of government contracting/procurement processes. Ability to manage projects and budgets. Ability to facilitate group meetings. Ability to research topics unfamiliar to their normal areas of expertise and experience (within Homeland Security Grant relevancy) and develop program/project plans. Ability to maintain good working relationships with all stakeholders within the footprint of the UASI, state or outside agencies, other team members, staff and the community based stakeholders. Ability to use computer programs such as Word, Excel and PowerPoint. Ability to conduct basic mathematical analysis or computations. Advanced verbal and written communication skills. Ability to solve problems. Above average political acumen.

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

Leonid Pustilnikov, Administrative Assistant  
Homeland Security and Public Safety  
Office of Mayor Antonio R. Villaraigosa  
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