

**SPECIAL PROJECTS OFFICER - Los Angeles, CA**

Annual salary: \$81,012 - \$100,692 (DOQ), plus excellent benefits. Since 1948, the Community Redevelopment Agency of the City of Los Angeles (CRA/LA) has been Los Angeles' public partner in housing, commercial, neighborhood and economic development. CRA/LA is dedicated to revitalizing, refurbishing, and renewing economically underserved areas of Los Angeles. CRA/LA seeks to hire a Special Projects Officer to support the Hollywood & Central Region.

This position will perform a variety of complex management projects in support of major Agency activities, assist in the coordination of Agency fiscal, budgetary, management and technical program activities.

**Minimum qualifications include:** Minimum of three years of administrative or technical work performing increasingly responsible and/or difficult assignments of a general management and/or technical nature pertaining to redevelopment or community development including two years in complex redevelopment assignments. Bachelor's Degree is preferred from an accredited college or university with a degree in public administration, an appropriate technical discipline, or a related field. **Knowledge of:** Basic purpose and principles of redevelopment. Design and implementation of redevelopment programs. Redevelopment process and appropriate governing Federal, State and local laws. Principles of redevelopment budgeting and financing and budget administration. Methods of research analysis. **Skills and ability to:** Successfully apply redevelopment project management techniques to practical situations. Learn Agency's policies, procedures, regulations and operational/administrative procedures. Communicate tactfully and effectively in both oral and written form, including the preparation and presentation of staff reports and policy papers. Conduct complex analyses of a general or technical nature and synthesize findings and recommendations for others. Organize and coordinate divergent assignments. Persuade and motivate others. Establish and maintain effective work relationships with those contacted in the performance of required duties.

To Apply: Current resume & completed CRA application must be submitted to: Attn: HR, 354 S. Spring St., L.A., CA 90013. Position is open until filled. First review of applications & resumes will be on Monday, February 11, 2008. Be advised that incomplete applications or stand-alone resumes will not be considered. Application can be found online at [www.crala.org](http://www.crala.org) ADA/EOE Announcement# 2008-01-004.