



Office of Mayor Antonio R. Villaraigosa

Gang Reduction and Youth Development Program Manager **Job Description**

Department: Mayor's Office of Gang Reduction and Youth Development
Position: Program Manager for the Gang Reduction and Youth Development Zone in Rampart (Central Los Angeles) – Exempt Position

Duties and Responsibilities: The Gang Reduction and Youth Development (GRYD) Program is a comprehensive gang reduction program administered by the Mayor's Office of Gang Reduction and Youth Development. The GRYD program aims to effectively reduce gang crime and violence in specific geographic areas through the application of evidence-based gang prevention, intervention, reentry, and suppression strategies. The GRYD Program Manager oversees all program management functions including program oversight, community relations, and program development and implementation for specific gang reduction zones. The GRYD Program Manager will report to the Gang Reduction and Youth Development Director. Specific duties of the GRYD Program Manager include:

- Administering the local Gang Reduction and Youth Development initiative within the Mayor's Office;
- Ensuring City and Countywide coordination and integration of anti-gang strategies and activities;
- Providing program updates to Mayor's Office, City Council, and Council Committees, including the Ad Hoc Committee on Gang Violence and Youth Development and Public Safety Committee;
- Creating a GRYD Advisory and Steering Committee to ensure coordination and accountability with the assigned gang reduction zone;
- Ensuring participation and collaboration from local stakeholders including law enforcement, schools, community organizations, juvenile justice agencies, and faith-based institutions;

- Preparing and presenting quarterly Program Status Reports for the Mayor's Office;
- Resolving non-compliance issues by investigating and resolving contract related discrepancies;
- Developing and monitoring corrective action plans related to contract administration;
- Conducting site visits of GRYD contractors to ensure compliance with city and federal regulations (if applicable);
- Confirming adherence to approved contract activities;
- Assessing areas for improvement and providing training and/or technical assistance; and
- Working in collaboration with the Office of Homeland Security and Public Safety's Financial Management Unit to approve contract expenditures.

Requirements: 3-5 years experience in contract administration and/or management; 3-5 years experience with administering juvenile delinquency/gang prevention and intervention/reentry programs; graduation from an accredited four-year university with major course work in public administration, sociology, psychology or a related field; ability to communicate effectively orally and in writing; ability to analyze complex information and develop plans to address identified issues; ability to effectively demonstrate negotiation and facilitation skills; ability to deliver professional presentations in both local and national arenas addressing juvenile delinquency/gang prevention strategies; knowledge of laws and regulations pertaining to federal grants, contract administration and basic grant budgeting processes; excellent time management skills, well-organized, detail-oriented and able to work both independently and under minimal supervision; ability to work as part of a program administration team; ability to understand, interpret, apply and communicate complex regulations, policies and procedures; and strong interpersonal skills to develop and maintain cooperative, professional and productive work relationships.

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:

Mildred M. Lopez, Associate Director
Gang Reduction and Youth Development
Office of Mayor Antonio R. Villaraigosa
200 N. Spring Street, Room 303
Los Angeles, California 90012
Phone: (213) 473-7796
Fax: (213) 978-8773
mildred.m.lopez@lacity.org