



ERIC GARCETTI  
MAYOR

**MEMORANDUM**

**To:** The Honorable Members of the City Council  
c/o City Clerk

**From:** Eric Garcetti, Mayor *EG*

**Subject:** Exemption of Senior Project Coordinator

**Date:** August 14, 2015

The Economic and Workforce Development Department (EWDD) requested the exemption of one Senior Project Coordinator, pursuant to Charter Section 1001 (b), for the employment of persons “to provide management services or render professional, scientific or expert services of an exceptional character.” The Charter allows for a maximum of 200 exempt positions under Section 1001(b). Currently, there are 151 approved exemptions citywide. Approval of this request will increase the count.

The Senior Project Coordinator will be assigned to the Great Streets Program and be responsible for processing loans, Facade Program development, community outreach, and public relations. The position will be responsible for preparing and evaluating financial packages for loans and grants; coordinating loans and grants with private lenders; recording and tracking maintenance or use covenants; drafting reports and notices on contract violations; compiling information on the financial status of property or business owners; and preparing loan, grant, and contract documents for execution.

The Senior Project Coordinator requires a bachelor's degree from an accredited four-year college or university, preferably in business, public administration, or communications; and a minimum of four years of professional experience in project management, preferably working in community outreach, working with small businesses and on small-to midsize construction projects.

Honorable Members of the City Council  
August 14, 2015  
Page 2

The exemption of this position will allow EWDD the flexibility to recruit and select the best qualified candidate who possesses the necessary experience and expertise for the position. The duties and requirements as described are appropriate to the class of Senior Project Coordinator.

Based on my review of EWDD's request, as well as the review of the Personnel Department, I hereby approve the request for the exemption of this position and transmit my action to the City Council, pursuant to City Charter Section 1001(b)(1).

EG:ms

cc: Jan Perry, Economic and Workforce Development Department  
Ana Guerrero, Office of the Mayor  
Mandy Morales, Office of the Mayor  
Miguel Santana, City Administrative Officer  
Wendy Macy, Personnel Department