



ERIC GARCETTI
MAYOR

May 6, 2021

Honorable Members of the City Council
c/o City Clerk
Room 395, City Hall

Re: Appointment of Permanent City Administrative Officer: Mr. Matt Szabo

Dear Honorable Members:

Under City Charter Section 508(b), I am hereby appointing Mr. Matt Szabo as permanent City Administrative Officer (CAO), effective July 4, 2021, subject to confirmation by the City Council.

Attached please find a copy of Mr. Szabo's resume, which provides greater detail about his experience. I am confident that Mr. Szabo will do an outstanding job as the CAO. I look forward to your favorable consideration of this appointment.

Sincerely,

ERIC GARCETTI
Mayor

EG:hvr

Attachment

cc: The Honorable Paul Krekorian, Chair, Budget & Finance Committee
Wendy Macy, Personnel Department Sharon Tso, CLA
Rich Llewellyn, CAO Dana Brown, Office of the CAO
Holly Wolcott, City Clerk General Managers' Association
Heather Holt, Ethics Commission Nicole Enriquez, Ethics Commission

MATTHEW W. SZABO

EXPERIENCE

DEPUTY CHIEF OF STAFF, February 2017 - present

DEPUTY MAYOR FOR BUDGET AND INNOVATION, July 2015 – February 2017
Office of Mayor Eric Garcetti, Los Angeles, CA

PRESIDENT PRO TEM, August 2013 – July 2015

SENIOR LABOR RELATIONS ADVISOR TO THE MAYOR, August 2013 – July 2015
Los Angeles Board of Public Works, Los Angeles, CA

DEPUTY MAYOR / DEPUTY CHIEF OF STAFF, September 2009 – July 2012, March - June 2013
Office of Mayor Antonio R. Villaraigosa, Los Angeles, CA

EXECUTIVE DIRECTOR, July 2012 – November 2012

Yes on Measure J Committee for Jobs and Traffic Relief, Los Angeles, CA

SENIOR PRESS SECRETARY, June 2006 – September 2009

Office of Mayor Antonio R. Villaraigosa, Los Angeles, CA

COMMUNICATIONS DIRECTOR, September 2004 – March 2005

Bob Hertzberg for a Great L.A., Encino, CA

PRESS SECRETARY, March 2003 – September 2004

Office of City Attorney Rocky Delgadillo, Los Angeles, CA

LEGISLATIVE DIRECTOR / COMMUNICATIONS DIRECTOR, May 2002 – March 2003

Office of City Councilmember Wendy Greuel, Los Angeles, CA

DEPUTY PRESS SECRETARY, November 2001 – March 2002

RESEARCH AND POLICY COORDINATOR, July 2001 – November 2001

Riordan for Governor, Los Angeles, CA

CITY COUNCIL LIAISON, July 2000 – July 2001

STATE GOVERNMENT AFFAIRS MANAGER, May 2000 – July 2001

Office of Mayor Richard J. Riordan, Los Angeles, CA

HOUSE PARENT, October 1998 – July 1999

Nuestros Pequeños Hermanos, Miacatlan, Morelos, Mexico

EDUCATION

UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA

School of Policy, Planning and Development, August 1999 – May 2001

UNIVERSITY OF NOTRE DAME, Notre Dame, IN

Bachelor of Arts in Government and International Studies

Concentration in Public Service, May 1998