



**Chief
Executive
Office.**



invites your interest in the position of

COUNTY OF LOS ANGELES

Assistant Chief Executive Officer, Legislative Affairs and Intergovernmental Relations



Recruitment Services Provided by Ralph Andersen & Associates

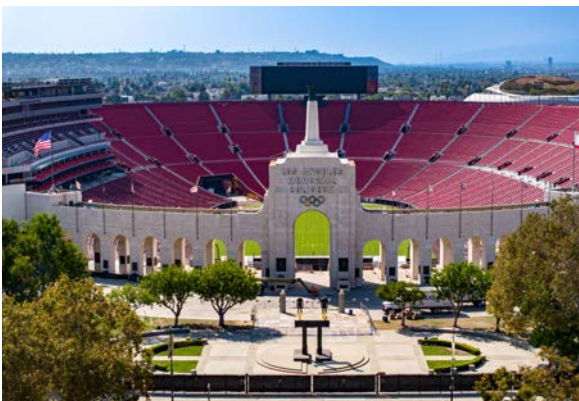
Outstanding Career Opportunity

A regional and statewide search is underway to attract highly qualified candidates for consideration as Assistant Chief Executive Officer, Legislative Affairs and Intergovernmental Relations. Reporting to the Chief Executive Officer and Chief Deputy, the Assistant Chief Executive Officer is a key strategic leadership role responsible for orchestrating the County's legislative and government relations program at the State and federal levels.

The successful candidate will thrive and excel in a fast-paced environment, addressing complex issues with a sense of urgency. Unquestionable personal integrity and strong ethics, a collaborative leadership style, and a problem-solving approach are vital for success in this role.

Los Angeles County Region

The geographic diversity of the County of Los Angeles is unparalleled. Los Angeles offers the opportunity to easily access beautiful beaches year-round, enjoy winter activities at one of several local ski resorts, or surround oneself with flora and fauna on a desert hike. The business climate is similarly diverse, given that Los Angeles is home to the entertainment industry, boasts numerous Fortune 500 companies and small businesses, and serves as an international travel destination and cultural mecca. Los Angeles County has nearly 10 million residents across 4,000 square miles in 88 cities. Los Angeles has a multi-ethnic population and is a trend-setting global metropolis with a fascinating history and a rich cultural heritage. Additionally, Southern California has much to offer in the arts, music, recreation, cultural events, and sports, as well as an abundance of outdoor activities year-round.



About the County

The County of Los Angeles (County) is the largest employer in Southern California with more than 117,000 employees across 38 departments and an operating budget of \$48.8 billion. With over 10 million residents living within the Los Angeles County borders, the County serves the needs of 88 municipalities and over 100 unincorporated areas where the County is the first level of government. The County is governed by a five-member Board of Supervisors (Board) elected on a nonpartisan basis to serve four-year, staggered terms as our executive and legislative authorities.

The Chief Executive Office (CEO) is the central executive, strategic, and administrative agency, driving transformative change to improve the lives of its diverse constituents. The Chief Executive Office leads collective efforts with other departments to achieve the priorities established by the Board, focusing on affordable housing, justice reform, healthcare integration, homelessness, child protection, anti-racism, diversity and inclusion, and poverty reduction. As the administrative agency responsible for the County's \$48.8 billion budget, the CEO handles specialized functions to lead and maximize the use of County assets; advocate the County's position on State and federal agendas; lead and implement the Countywide Strategic Plan; implement risk management strategies to mitigate financial loss; and convey the County's message through a variety of communication platforms.

On July 9, 2024, the Los Angeles County Board of Supervisors instructed County Counsel to prepare the necessary documents for a proposed Charter amendment, which was subsequently placed on the November 5, 2024, ballot and approved by voters. The amendment includes several key provisions designed to enhance governance in the County, with notable milestones set for 2026, 2028, and beyond. For more information about Measure G, including specifics on the Government Reform Task Force, visit <https://measureg.lacounty.gov/>.

The Position

This is an at-will position reporting to the CEO and Chief Deputy. This recently vacated position has been a vital contributor to the organization, serving as part of the CEO's executive-level staffing structure. The overall importance of implementing the County's legislative platform cannot be overstated, particularly considering the evolving changes at both the State and federal levels in today's political environment.

The Assistant Chief Executive Officer is a key strategic leadership role responsible for orchestrating the County's legislative and government relations program at the State and Federal levels. This unclassified position reports to the Chief Executive Officer and Chief Deputy and oversees the advocacy efforts on behalf of the County in Washington, D.C., Sacramento, and the Los Angeles region. The incumbent will lead a skilled team of analysts and advocates, ensuring effective coordination of legislative policies and initiatives that align with the County's objectives and priorities. This position also maintains a critical liaison relationship with the Board, Board's staff, County departments, and State and Federal elected officials and agency leaders.

This position oversees a team of 26. An overview of the organization may be viewed [here](#).



The Position *continued*

The key responsibilities include:

- Serve as the primary representative of the County, directing comprehensive advocacy efforts to promote the County's positions and interests within the California State Legislature, U.S. Congress, U.S. Senate, and State and federal administrations.
- Lead the production of annual updates to the State and federal legislative agendas, including detailed economic analyses and prioritization of key policies and initiatives in collaboration with County departments, ensuring alignment with the strategic objectives of the CEO and the Board.
- Conduct thorough analyses of legislative bills, proposals, and initiatives, assessing their implications on County policies and priorities, and providing actionable recommendations to enhance legislative outcomes. Analyze State and federal budget proposals rigorously to determine their potential impacts on County programs, initiatives, services, resources and its residents, ensuring optimal resource allocation and advocacy for County funding.
- Manage the Sacramento and Washington, D.C. offices, including recruitment, training, and oversight of staff and contract lobbyists tasked with advocating for the County's legislative priorities and interests. Oversee the Government Relations and Budget and Bill Analysis Units to ensure that the County is educating and engaging legislators and key policy makers about the impacts of bill and budget proposals to the County.
- Cultivate and maintain strategic relationships with the Los Angeles County, State, and federal Legislative Delegations, representatives of State and federal administrations, and elected and appointed officials, ensuring they are consistently informed of County positions, issues, and interests.
- Represent the County in collaborative efforts with the California State Association of Counties, the Urban Counties Caucus, the National Association of Counties, and other relevant organizations, leveraging partnerships to advance mutual interests.
- Strategically coordinate the policy agenda and logistics for advocacy visits by the Board, the Chief Executive Officer, and other key County officials to Washington, D.C., and Sacramento, ensuring alignment with priority issues and facilitating additional advocacy visits as necessary.
- Demonstrate extensive administrative management experience, coupled with advanced problem-solving skills, to enhance operational efficiency and effectiveness in advocacy efforts.
- Develop and maintain comprehensive policy guidelines for legislative analysis and advocacy, providing training to County departments and commissions on legislative and budget processes, fostering a culture of informed advocacy across the organization.
- Exhibit strong public presentation and written communication skills, effectively addressing complex County issues with clarity and persuasiveness in diverse settings and to varied audiences.
- Oversee all County advocacy and consultant agreements for Sacramento and Washington, D.C., as well as General Services Agreements for the provision of County services to cities and other governmental entities within the County area, ensuring compliance and strategic alignment.



This is an incredible opportunity to lead the County's legislative and government relations efforts with the chance to make a lasting impact on the community. Candidates who have the experience, passion, and leadership to drive policy, are encouraged to apply.

The Ideal Candidate

The ideal candidate for the Assistant Chief Executive Officer, Legislative Affairs and Intergovernmental Relations role will be a highly skilled, dynamic, and results-driven professional with a proven track record in public-sector advocacy and government relations. This individual will bring a blend of strategic thinking, political acumen, and hands-on leadership to represent the County at both the State and federal levels.

Key attributes of the ideal candidate include:

- A proven ability to lead, inspire, and motivate a team of legislative advocates, ensuring they work cohesively and effectively to advance the County's priorities.
- Deep experience in State and federal legislative processes with the ability to build and nurture professional relationships with elected officials, government agencies, and key stakeholders.
- A strategic thinker with the ability to develop long-term plans that align the County's goals with legislative and budgetary priorities.
- A highly effective communicator, both in writing and verbally, who can clearly articulate the County's legislative priorities and position on key issues to a variety of stakeholders, including elected officials, County departments, and the public. Well-honed public presentation skills are essential in this role.
- A genuine commitment to improving the lives of County residents, with a deep understanding of the importance of public service and the impact that strong government relations can have on shaping policies that enhance community wellbeing.

The ideal candidate will be both a strategic planner and a pragmatic problem-solver who thrives in high-stakes, complex environments. This individual will possess the leadership, expertise, and passion needed to lead the County in its efforts to influence and shape policy at the State and federal levels.

Education and Experience

Minimum Requirements

Graduation from an accredited college or university with a Bachelor's degree **and** five years of highly responsible administrative experience or staff capacity in the analysis and resolution of problems related to government relations, budget, project management, organization or other legislative programs, one year of which must have been responsible for active oversight of local State and federal legislative issues and directing legislative advocates.

Desirable Qualifications

- Demonstrated experience building and nurturing professional relationships with appointed and elected State and federal government officials, legislators, and stakeholders in representing and protecting organizational interests.
- Demonstrated experience answering to and interacting with appointed officials and framing legislative strategy for advocacy efforts that maintain a balance of sometimes differing and distinct positions.
- Demonstrated experience analyzing legislation and budget proposals and their potential impacts on the programs and resources in County government.
- Demonstrated knowledge of the federal and State legislative, regulatory, administrative, and budget processes.
- Demonstrated experience handling sensitive issues and bridging political differences.
- Extensive administrative management experience, and highly competent problem-solving and negotiating skills.
- Extensive experience and knowledge of federal, State, and local government structures and functions, and their programs and services.
- Strong public presentation and written communications skills, and the ability to address complex County issues clearly and persuasively in all settings.

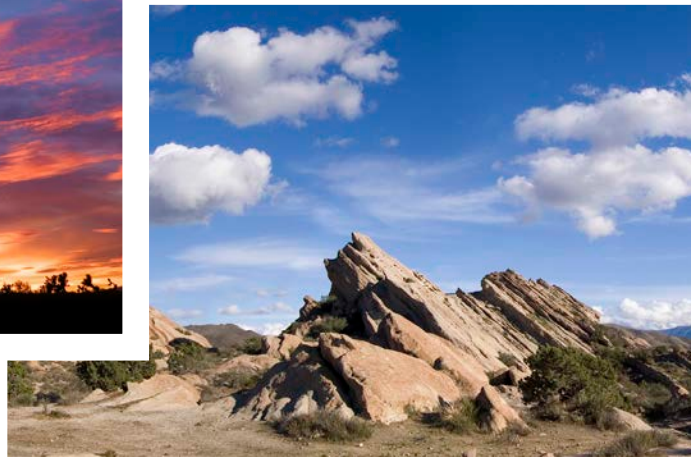
Compensation and Benefits

The salary range for this position is \$235,440.24 to \$366,157.80 annually. The starting salary will be determined based on the successful candidate's experience and qualifications. This unclassified position is subject to the provisions of Los Angeles County's Management Appraisal and Performance Plan (MAPP) and is compensated at MAPP Range 19.

The County of Los Angeles offers an excellent benefits package that enables employees to select benefits tailored to their individual needs. The package includes:



- **Retirement Plan** – Los Angeles County Employees Retirement Association (LACERA), a contributory defined benefit plan. Candidates may be eligible for reciprocity if joining from a California public agency retirement plan.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.
- **Flexible Spending Account** – In addition to tax-free medical and dependent care spending accounts, the County contributes \$100 per month to the Dependent Care Spending Account if the employee is contributing at least \$10 per month.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of the Employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of the Employee's salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation, sick leave, or personal leave.
- **Holidays** – 13 paid County holidays per year.



Application and Selection Process

Interested candidates should **apply immediately** by emailing a cover letter and resume to apply@ralphandersen.com. First review of resumes begins **Monday, September 8, 2025**. This is a confidential recruitment process, and all stages will be handled accordingly.

Resumes will be reviewed upon receipt by Ralph Andersen & Associates. Candidates are strongly encouraged to apply early in the process, as this position may close earlier once a sufficient pool of highly qualified applicants is received. References will not be required upon submittal but will be requested once mutual interest has been established. Only the most qualified candidates will be invited to an initial screening (via video) conducted by Ralph Andersen & Associates. The County of Los Angeles and Ralph Andersen & Associates will conduct a comprehensive final selection process (encompassing panel interview, mock presentation, and written responses) for top candidates, including in-depth background checks (reference and other verifications) before making a final selection. A stellar track record of success and achievements is required for appointment by the CEO.

Ideally, the Assistant CEO of Legislative Affairs and Intergovernmental Relations will join the County by November 2025 (or a mutually agreed-upon date).

Specific questions should be directed to Ms. Heather Renschler at 916-630-4900 **or** alternatively, a specific request for a confidential discussion should be directed to scheduling@ralphandersen.com.

***The County of Los Angeles
is an equal opportunity employer.***



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