




ANTONIO R. VILLARAIGOSA
MAYOR

MEMORANDUM

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

From: Antonio R. Villaraigosa, Mayor 

Subject: Principal Project Coordinator Exemption for the Department of
Recreation and Parks

Date: May 14, 2013

The Department of Recreation and Parks (RAP) has requested approval of the exemption of one (1) Principal Project Coordinator position 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 Principal Project Coordinator will report directly to the Assistant General Manager over the Department's Planning, Construction and Maintenance Branch. The position is responsible for directing and managing RAP's efforts to increase revenue and thereby improve the department's fiscal self-sufficiency. The position will also research and recommend best practices to fund and implement high-priority special projects to expand RAP's park system. Additionally, the position will serve as a liaison to the Mayor, Council, businesses, financial institutions, and community based organizations on Planning, Construction and Maintenance Branch issues and projects.

The position requirements include a bachelor's degree from a recognized four-year college or university, and a minimum of four (4) years of professional experience building, facilitating or managing community based activities.

The Personnel Department does not examine for the class of Principal Project Coordinator. The exemption of this position will provide RAP with the flexibility to select the best-qualified candidate with the knowledge and managerial experience necessary to foster relationships with various organizations to improve and expand the City's park system. Based on my review of the department's request, as well as the review of the City's Personnel Department, I



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hereby approve the Department of Recreation and Parks's request for the exemption of one (1) Principal Project Coordinator position and transmit my action to the City Council, pursuant to City Charter Section 1001 (b) (1).

ARV:me

cc: John Mukri, General Manager, Department of Recreation and Parks
Gaye Williams, Chief of Staff, Office of the Mayor
Mandy Morales, Legislative Coordinator, Office of the Mayor
Maggie Whelan, General Manager, Personnel Department