

From cutting-edge civic innovation to development of the City's major capital projects, West Hollywood's Innovation and Strategy Initiatives Division embraces new technologies and infrastructure models to strengthen local democracy, promote efficiency and effectiveness in government, and promote the local innovation economy.

# THE CITY OF WEST HOLLYWOOD IS LOOKING FOR A CREATIVE CIVIC IMAGINEER

ENGAGEMENT

CHAMPION OF CHANGE

GOV2.0

CIVIC  
INNOVATION

TECHNOLOGY TRANSLATOR

## INNOVATION ANALYST

The new Innovation Analyst will perform a variety of functions related to innovation, capital and general projects/programs including serving as the project lead for developing and implementing civic innovation solutions, coordinating projects and programs with other City departments and constituents, and serving as the liaison with other organizations to develop new solutions to civic challenges. Creative civic imagineers are encouraged to apply!

In the fall of 2014, the City of West Hollywood launched WeHoX, the City's first civic innovations program to explore the merging of technology and innovation with civic purposes for government transformation. The Innovation and Strategy Initiatives Division is developing the first West Hollywood Innovations Annual Report that will propose a broad range of programs, projects, and civic innovation initiatives for 2015 and beyond.

# INNOVATION ANALYST

\$6814 to \$8706 monthly

## ABOUT THE POSITION

### IDEAL CANDIDATE

A civic innovation aficionado.

Experience in Gov2.0/OpenGov.

Have great ideas about how to improve civic services and engagement through the use of technology, innovation, and design.

Can communicate effectively with technologists and non-techies.

Superb ability to analyze and develop strategic direction and program priorities with multiple stakeholders within and outside government.

Imaginative and creative problem solver.

Design skills a plus!

### ESSENTIAL FUNCTIONS

Manages various complex innovation projects that involved multiple stakeholders.

Serves as liaison for staff, businesses and organizations in developing civic innovation.

Manages general and capital projects.

Serves as a liaison and/or member of various committees, boards, and/or teams.

Coordinates constituent relations and community outreach functions.

Prepares complex reports and analyses.

Assists in planning, preparing, and monitoring long-range goals and direction for the division.

### MINIMUM QUALIFICATIONS

Bachelor's Degree from accredited 4 year college or university in a related field AND 4 - 5 years of related experience;

OR

Combination of education, training, and experience that provides required knowledge, skills and abilities to perform the essential functions of the job.

### DESIRED SKILLS

Basic programming and design.

Technology trends in West Hollywood and region.

User-centered design.

Technology tools for community engagement.

Public administration principles and practices.

## APPLY BY APRIL 24, 2015

Applicants must submit a City job application and supplemental questions. To apply and view detailed job information please visit [www.weho.org/jobs](http://www.weho.org/jobs) AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Jasmine White at (323) 848-6318 or [jwhite@weho.org](mailto:jwhite@weho.org)