



CITY OF WEST HOLLYWOOD

INVITES APPLICATIONS FOR

PARKING OPERATIONS MANAGER

The City

THE CITY OF WEST HOLLYWOOD

offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community.

Located in the center of one of the world's greatest concentrations of creative arts and entertainment districts, West Hollywood has 36,237 citizens, is 1.9 square miles large, and is an exciting and dynamic City with issues and policies on the cutting edge of municipal government in California and the nation.

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. It has also become one of the most desirable places to live, work and visit in Southern California. Recently, the City embarked upon a new capital improvement campaign to develop premiere public facilities, parks and open space. One of the major components of this campaign was the development of the Automated Garage and Community Plaza at West Hollywood City Hall. The City of West Hollywood is thrilled to embrace automated parking as an innovative solution to the challenge of creating sufficient parking. Our award winning Automated Garage includes 200 parking spaces and is the first municipal project of its kind on the West Coast.



The Division

The Parking Services Division manages all of the City's off-street and on-street parking including; the maintenance, collections and repairs of 1936 parking metered spaces. In addition, the division oversees 11 Permit Parking Districts, Parking Enforcement, Citation Processing, Parking Citation Adjudication and Collections

The Position

The Parking Operations Manager oversees various functions associated with parking services and is responsible for promoting and maximizing parking opportunities throughout the City that both promote the quality of life of our residents while supporting our business community. The position reports directly to the Director of Public Works and supervises the work of six staff. The Parking Operations Manager is expected to be innovative, strategic, and solutions-orientated.

The Qualifications

Bachelor's degree from an accredited four-year college or university in a related field; and five to seven years of progressively responsible related experience; or any combination of education, training and experience which

Parking Services is also responsible for managing the City's Taxi Franchise Agreement with 345 licensed taxi cabs. The Division also creates and oversees parking programs in the City, such as the City's innovative Parking Credits Program and City Valet.

Extensive experience in project management and collaborative decision making processes are necessary to be successful in the position. Additionally, lead or managerial experience in public sector parking or university parking and transit are highly desirable. The City is allocating funds and resources for major parking projects and the Parking Operations Manager will be expected to take a lead role and work cooperatively with colleagues, the community and staff on this effort.

provides the required knowledge, skills and abilities to perform the essential functions of the job. A full job description detailing essential and important job functions for this position is available on the City's website at www.weho.org.

The Compensation

The salary for this position is within an established annual range of \$141,824 up to \$186,658, and will be dependent upon the qualifications and experience of the selected candidate.

The Perks

- **RETIREMENT**

California Public Employees' Retirement System (CalPERS). Retirement formula based on appointment date and membership status with CalPERS, e.g. 2.7% @ 55 (single highest year) or 2% @ 62 (average of three highest years)

- **HEALTH PLAN**

City-paid health, dental, and vision insurance

- **DEFERRED COMPENSATION**

City contribution of \$150.00 per month.

- **RETIREE HEALTH SAVINGS**

City contribution of \$100.00 per month.

- **PAID LEAVES**

Vacation: 116 hours the first year, 156 hours years 2 through 9, increasing to 196 hours after 10 years of service.

Holidays: 10 paid City holidays and 9 hour of floating holiday leave.

Administrative Leave: up to 16 hours per month.

- **DISABILITY INSURANCE**

66-2/3% of salary to a cap of \$5,000 per month, after a 30-day elimination period.

- **LIFE INSURANCE**

Equal to 1.5 times your annual salary plus \$20,000.

- **TUTION REIMBURESMENT**

- **OPTIONAL BENEFITS**

AFLAC, Long-Term Care, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan for medical reimbursement and dependent care assistance and cash out of Vacation and Administrative Leave.

To Apply:

APPLICATIONS ARE DUE JANUARY 5, 2017 at 5:00 PM

Applicants must submit a City job application and supplemental questions with the Human Resources Division by the filing deadline.

To apply and view additional job information please visit www.weho.org/services/employment.

If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE.

If you have questions or need special accommodations with the recruitment process, please contact:

Seantea Burroughs - P: (323) 848-6365 E: sburroughs@weho.org