

# City of West Hollywood

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## JOB OPPORTUNITY

**Administrative Coordinator - Facilities & Field Services**

\$7,162.20 - \$9,151.72 Monthly

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**Deadline to submit application materials:**

July 20, 2016 @ 5pm

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**HR Contact:** Duane Cobb

Serves under the direction of Executive and/or Management and performs a variety of complex professional functions, including: coordinating special projects; facilitating and coordinating interdepartmental issues, programs, etc. May perform supervisory duties. Conducts research and provides technical and administrative support to the Executive and/or Manager of the department.

**TO APPLY:** Please complete an online application and supplemental questions

**CITY APPLICATION:**

**<http://www.weho.org/services/employment>**

