



# ASSOCIATE PLANNER Capital and Special Projects

**\$7,940 – \$10,145 monthly, plus excellent benefits!**



Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. At only 1.9 square miles, West Hollywood is a robust economic and cultural center known for its iconic destinations such as The Sunset Strip and The Design District.

*The City 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.*



## THE OPPORTUNITY

Apply your passion for planning and experience in urban design, capital projects, and design project management to enhance public space within the vibrant, livable West Hollywood community. The Associate Planner in Capital and Special Projects works collaboratively with various individuals, including interdepartmental project teams, coordinating the outreach, visioning and design of projects in support of the Capital and Special Projects Program. Active Capital and Special Projects include: Metro Rail, Metro Division 7 Street Frontage Activation, Design District Streetscapes, Sunset Spectacular Digital Billboard Pilot, West Hollywood Park, AIDS Monument and Plummer Park.

## IDEAL CANDIDATE

The ideal candidate is hard-working, organized and self-directed, has good team-building, community engagement and communication skills, and has an interest in how urban design, public space, transportation, and other city infrastructures interrelate. Knowledge of planning, design and construction processes are required to perform successfully in this position. Public agency coordination, graphic communication, and technical writing skills are also valuable. The ideal candidate is comfortable working in a fast-paced team environment and able to balance multiple, diverse projects. This position requires demonstrated experience and knowledge in one or more of the following focus areas: urban design, design project management, capital projects and transportation infrastructure improvements such as green streets, active transportation and rail or bus transit access or facility improvements.

## MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited four-year college or university in a related field; and, two to three years of progressively responsible experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Deadline to submit applications: Friday, September 22, 2017 at 5pm**

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit [www.weho.org/services/employment](http://www.weho.org/services/employment). If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or [ctrinidad@weho.org](mailto:ctrinidad@weho.org).