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# CITY OF WEST HOLLYWOOD

## ADMINISTRATIVE SPECIALIST IV

Economic Development Department  
**\$5,955 – \$7,609 monthly—Plus Excellent Benefits**

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The City of West Hollywood is like no other city in the world. The City has a strong progressive voice and a rich history of community activism and involvement. Located in the heart of metropolitan Los Angeles, the City of West Hollywood was incorporated in 1984. At only 1.9 square miles, West Hollywood is a robust economic and cultural center instilled with idealism, innovation, and civic pride.

**The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages creativity.**

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The City of West Hollywood's Economic Development Department is a fast-paced department comprised of four divisions: Arts Division, Business Development Services Division, Innovation Division, and Event and Film Services Division. Working with artists, businesses, innovators and local economic development organizations, the Economic Development team provides various services to support, engage, promote and connect West Hollywood with its residents, businesses and tourists. The Administrative Specialist IV serves as the **primary administrative support for the Director of Economic Development** and performs a variety of complex administrative functions in support of the department; coordinates between departmental divisions; maintains and tracks department budget and department performance metrics; **serves as liaison and/or secretary for various boards and/or commissions; develops and creates visual presentations, marketing tools** and digital invitations; manages and maintains calendar; and serves as **first point of contact for the department.**

### IDEAL CANDIDATE

The ideal candidate is driven, self-motivated, detail-oriented and is able to handle various projects while working comfortably in a fast-paced environment. The ideal candidate is an **experienced executive-level support professional with background and experience in office administration.** Ability to understand, interpret and effectively organize and present data/information is necessary for success. **Strong customer service skills,** experience working with all levels of leadership, handling sensitive and confidential material is required to perform successfully in this position. This position also **requires demonstrated experience and knowledge of: permitting/workflow tracking software such as TRAKIT, integrated financial software such as Eden and visual presentation software such as PowerPoint.** Copywriting and effective advertising and marketing experience including graphic design and web administration experience is preferred. Public sector experience is desirable.

### MINIMUM QUALIFICATIONS REQUIRED

High school diploma or GED is required; Associate's degree in related field is preferred; **AND four to five years of progressively responsible related 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: Tuesday, November 7, 2017 at 5pm**

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**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).

