
CITY OF WEST HOLLYWOOD

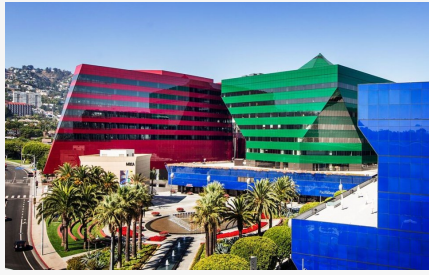
PROJECT DEVELOPMENT ADMINISTRATOR

Rent Stabilization and Housing Division

\$7,940.43 - \$10,145.84 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

City of West Hollywood is seeking a **Housing Professional** to oversee various inclusionary and affordable housing and rent stabilization projects and initiatives, applying the City's inclusionary housing requirements to development proposals, overseeing program compliance, managing consultants, conducting studies, and working with community members and organizations to forward the City's affordable housing and rent stabilization policies and goals.

IDEAL CANDIDATE

The ideal candidate will have a background or familiarity with either inclusionary housing policies or affordable housing finance and construction, experience interacting with community members and organizations, will be comfortable delivering public presentations, possess exceptional written and verbal communication skills, and enjoy managing multiple high profile projects with competing deadlines.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited four-year college or university in a related field; and, one to two 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. Not required but preferred - master's degree in real estate finance, urban planning, architecture or a related field.

Deadline to submit applications: Fri day, December 15, 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. 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: Duane Cobb at (323) 848-6491 or dcobb@weho.org.

