
CITY OF WEST HOLLYWOOD

TEMPORARY ADMINISTRATIVE SPECIALIST II

(One Year Assignment from Date of Hire)
Community Development Department
\$4,533 – \$5,792 monthly with benefits

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.**



POSITION DETAILS

The City of West Hollywood's Community Development Department (CDD) is comprised of three divisions: Building and Safety Division, Current and Historic Preservation Planning Division and Long Range and Mobility Planning Division. The CDD is currently in the process of converting paper project and permit files into electronic searchable files. As part of the CDD file conversion project, the Administrative Specialist II will be assigned to complete the file preparation and document import/conversion into electronic searchable files. This position's primary functions under the CDD file conversion project will be to: review CDD project and permit files to prepare for scanning; sort, categorize and index project file contents; log documents and boxes; scan documents and files and; upload files into TRACKiT database. ***Please note, this position is a temporary one-year, project-based position with no guarantee for continued employment upon project completion.***

IDEAL CANDIDATE / PREFERRED QUALIFICATIONS

The ideal candidate is **detail-oriented, organized** and has **demonstrated, hands-on experience with records management and file conversion**. Knowledge of **records retention** and **recent working experience with a records database system** is essential for success in this position. Additionally, **direct experience with Community Development-related files and documents (Planning, Building and Safety)**, familiarity with the **Entitlement process** and/or **documentation of the Entitlement process** is preferred.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or GED is required; **AND two (2) to three (3) years of directly 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: Wednesday, December 27, 2017 at 5:00pm

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: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

