

City of West Hollywood
invites applications for

PRINCIPAL PLANNER

Long Range and Mobility Planning Division
Community Development Department

\$113,260 to \$144,716 Annually





CITY OF WEST HOLLYWOOD

CITY HALL
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**COMMUNITY
DEVELOPMENT
DEPARTMENT**

December 2017

Dear Planning Professional,

As the Manager for the Long Range & Mobility Planning (LRMP) Division, I would like to thank you for your interest in working for the City of West Hollywood. West Hollywood is a great place to work and the Principal Planner has the potential to profoundly impact the lives of our residents, our businesses and our visitors. The successful applicant will be taking on a leadership role in a highly motivated, interdisciplinary team, with diverse professional experiences. Our staff includes planners, architects, transportation planners, engineers, urban designers, and environmental sustainability professionals. We believe in the benefits of an interdisciplinary approach to our work.

West Hollywood is a small city with big ideas and complex urban planning issues. The LRMP Division is part of the Community Development Department and oversees land use, mobility, and sustainability policy for the City, including community plans, strategic plans, specific plans, streetscape plans, and the General Plan and Zoning Ordinance. The Division has a wide range of exciting projects, including a new parklet program, updating the Transportation Demand Management Ordinance and Green Building Program, and will soon implement an innovative arts-focused billboard district on Sunset Boulevard, the first of its kind in the world. All of the projects have a focus on sustainability.

The Principal Planner will lead complex projects and supervise the staff working on them. Overseeing this multi-disciplinary team, the Principal Planner will provide guidance and mentoring to staff and interface with City leadership and community members. Team building is important, as complex projects require working together in order to implement innovative policies and programs in efficient and effective ways. The successful candidate will have opportunities to bring their unique skillset to the team.

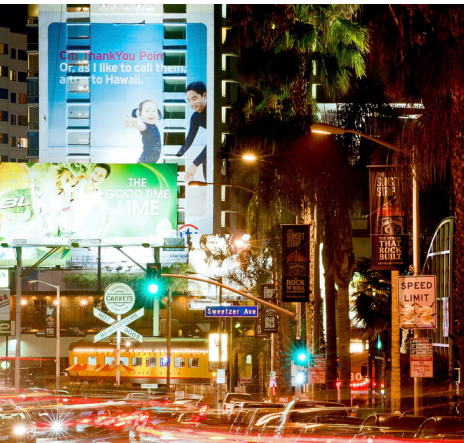
We are excited about finding the very best candidate for this high profile position and look forward to receiving your application.

Sincerely,

Bianca Siegl

Long Range and Mobility Planning Manager





What the LRMP employees have to say about working at West Hollywood:

“One of the best things about working here is that the projects here are meaningful.”

“We are small enough that we can effect change – that’s why I love working here.”

“I really like the freedom and creativity that we’re allowed to use here.”

“One of the best things about working here is the people: they are always willing to help you out, consider new ideas, and support you. Basically, it’s the camaraderie.”

The Opportunity

Join a team of creative planning professionals who are engaged in a wide range of innovative planning and policy programs. This is a high-level staff position in the Long Range and Mobility Planning (LRMP) Division, requiring excellent project management and supervisory skills, a passion for community engagement, great communication skills, and demonstrated expertise in land use policy. This position will supervise staff and coordinate projects within LRMP and with internal and external project partners, and will be responsible for completing complex, politically-sensitive projects.

The LRMP Division is working on many exciting projects: a Sunset Strip Streetscape Action Plan, WeHo Pedals bike share program, new parklet program, a study of development standards in multi-family neighborhoods, update of the Transportation Demand Management Ordinance, a citywide traffic study and update of CEQA traffic thresholds, development of a Net Zero/Sustainable Practices Policy Framework, and update of the Green Building Program.

The Division

Located within the Community

Development Department, the Long Range and Mobility Planning (LRMP) Division is an interdisciplinary team created to link land use, transportation, and sustainability decisions to support a vibrant and livable West Hollywood and implement the community’s vision as established in the West Hollywood General Plan and Climate Action Plan. The Division works to guide West Hollywood’s future development, collaboratively developing policy and plans that guide change in the City. The Division works with the community to develop solutions and policies that improve the quality of life, promote sustainability, strengthen the local economy, enhance mobility options, and encourage public participation. Our transportation focus is on moving people and creating balance across the transportation network, with an emphasis on improving the mobility and livability of the streets and public spaces in West Hollywood.



More about working at West Hollywood:

"You have direct access to higher leadership from Director to City Manager to Mayor and Councilmembers - that's something I haven't experienced in other places I've worked."

"It's great - we're a small city that gets to deal with big city issues."

"There are great mentorship opportunities here. People show you how to navigate the waters."

The City

Since 1984, the City of West

Hollywood has established itself as one of the most influential small cities in the nation. Located in the center of one of the world's greatest concentrations of creative arts and entertainment districts, West Hollywood is 1.9 square miles and has about 36,000 community members. Known for iconic destinations such as The Sunset Strip and historic Route 66, the City is committed to supporting the community's vision to maintain a vibrant and livable West Hollywood. The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages innovation and creativity.

The Ideal Candidate

The ideal candidate is passionate

about planning in vibrant urban environments and combing the tenets of land use, sustainability, and mobility policies to make great public spaces. Their skills and experience should bring a thoughtful, creative approach, with a focus on delivering effective and efficient projects. Excellent oral and written communication skills and an appreciation for good graphic design, coupled with experience implementing innovative community engagement strategies are important. The ideal candidate will have a demonstrated record of strong project management, and great attention to detail. Overseeing this multi-disciplinary team, the Principal Planner will be able to provide the guidance and mentoring that the staff needs to be successful in their projects and positions. The ideal candidate can build a team and keep it working together, implementing policies and programs in innovative and effective ways. We need someone who can relate well with other departments and community stakeholders, building bridges and relationships that will help our projects be successful.

Minimum Qualifications

- **Bachelor's degree** from an accredited four-year college or university in a related field; **Master degree** in related field is preferable; and
- **Five to Seven 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.
- **Valid California Driver's License**
- **American Institute of Certified Planner (AICP) Certification desirable** (Must be able to obtain within 12 months of hire)

- **COMPENSATION:** The salary for this position is within an established annual range of \$113,260 to \$144,716 and will be dependent upon the qualifications and experience of the selected candidate.

The City of West Hollywood offers an excellent benefits package that includes:

- **CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEMS (CALPERS).** Retirement formula based on appointment date and membership status with CalPERS: 2.7% @ 55, employee pays their 8% PERS contribution OR 2% @ 62, employee pays their contribution as set by CalPERS, currently 6.25%.
- **HEALTH PLAN:** City-paid health, dental, and vision insurance
- **DEFERRED COMPENSATION:** City contribution of \$150.00 per month.
- **RETIREE HEALTH SAVINGS:** City contribution of \$100.00 per month.
- **PAID LEAVES**
 - Vacation:** 80 hours the first year, 120 hours years 2 through 9, 160 hours after 10 years of service.
 - Holidays:** 10 paid City holidays; 36 hours of floating holidays annually.
 - Sick Leave:** 8 hours of sick leave per month.
 - Administrative Leave**
- **9/80 ALTERNATIVE WORK SCHEDULE** available.
- **LIFE INSURANCE** equal to 1.5 times your annual salary plus \$20,000.
- **LONG-TERM DISABILITY:** (66-2/3% of salary, after a 30-day elimination period).
- **ANNUAL MTA PASS.**
- **TUITION REIMBURSEMENT**
- **OPTIONAL BENEFITS:** AFLAC, Long-Term Care, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan for medical reimbursement and dependent care assistance.

To Apply For This Position

APPLICATIONS ARE DUE January 8, 2018 at 5:00 PM

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: Seantea Stewart at (323) 848-6365 or [sstewart@weho.org](mailto:ss Stewart@weho.org).



City of West Hollywood
California 1984