
CITY OF WEST HOLLYWOOD

SENIOR ADMINISTRATIVE SPECIALIST

RENT STABILIZATION & HOUSING

\$6,411 – \$8,192 monthly—Plus Excellent 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.



THE DIVISION

Rent Stabilization and Housing is a division within the Department of Human Services and Rent Stabilization. The City is passionate about caring for its community members—and its community members are actively engaged with the City regarding vital issues. The Rent Stabilization and Housing Division administers the City of West Hollywood's housing programs including rent stabilization, affordable housing in new construction, partnerships with non-profit housing providers, and affordable housing in-lieu fees and commercial impact fees. The ideal candidate will have experience in budgeting, contacts management, accounts payable, and supervision. Familiarity with local government policies and practices is ideal. Major projects in the division focus on maintaining housing affordability, inclusion, and supporting individuals as they age.

THE 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. Demonstrated experience successfully supervising staff is essential in this position. The Senior Administrative Specialist position requires strong customer service skills and excellent written and verbal communication skills. Solid interpersonal skills are necessary, as this position interacts frequently with public and must be able to present information to callers, visitors and community groups. The ideal candidate will also have demonstrated experience with government processes, including managing Requests for Proposals and vendor contracts. Additionally, experience developing and managing budgets 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: Thursday, March 22, 2018 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: Seantea Stewart at (323) 848-6365 or sstewart@weho.org.

