
CITY OF WEST HOLLYWOOD

PARKING OPERATIONS SUPERVISOR

PARKING SERVICES DIVISION

\$7,940 – \$10,145 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.

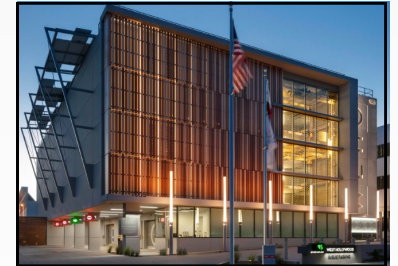
The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages creativity.

THE DIVISION

The Parking Services Division manages all of the City's off-street and on-street parking including; the maintenance, collections and repairs of 1936 parking metered spaces. In addition, the division oversees 11 Permit Parking Districts, Parking Enforcement, Citation Processing, Parking Citation Adjudication and Collections. The Division also creates and oversees parking programs in the City, such as the City's innovative Parking Credits Program and City Valet.

THE POSITION

The Parking Operations Supervisor oversees the permit, enforcement, and on-street and off-street parking efforts for the Parking Services Division. Supervising Parking staff members, the position directs the daily activity of the parking operation, assures contractor compliance with contract terms, prepares and presents various reports, contracts, and recommendations, and assists in the development of policies and procedures. The Operations Supervisor is responsible for resolving customer service issues and should be adept at resolving customer concerns and understand the necessity of adhering to federal, state, and local laws and ordinances.



THE IDEAL CANDIDATE

The Parking Operations Supervisor should be an innovator who strives for excellent customer service and appreciates the importance of team building, coaching, motivation, and leading through example. She or he will demonstrate empathy, diplomacy, and the ability to adapt in a dynamic environment. Additionally, lead or managerial experience in public sector parking or university parking is highly desirable.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited four-year college or university in a related field; **TWO to THREE 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 29, 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](mailto:ss Stewart@weho.org).