
CITY OF WEST HOLLYWOOD

PROJECT DEVELOPMENT ADMINISTRATOR

RENT STABILIZATION & HOUSING 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

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 OPPORTUNITY

Draw on your **experience as a housing professional** to oversee various inclusionary and affordable housing and rent stabilization projects and initiatives. Utilize your **project management competencies** to oversee program compliance, manage consultants and to conduct studies and analyze gathered data. Apply your **interpersonal and communication skills** to partner with community members and organizations to forward the City's affordable housing and rent stabilization policies and goals.

IDEAL CANDIDATE

The ideal candidate has a **background in inclusionary housing policies or affordable housing finance and construction**. **Experience interacting with community members** and organizations and delivering public presentations is essential in this position. Additionally, the ideal candidate possesses **strong writing skills**, is an **excellent verbal communicator**, is **highly organized** and has **demonstrated experience successfully 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 (Master's degree in real estate finance, urban planning, architecture or a 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, April 5, 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 ssewart@weho.org.