
CITY OF WEST HOLLYWOOD

ADMINISTRATIVE SPECIALIST III

ENGINEERING DIVISION

\$5,257 – \$6,718 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 Engineering Division provides many of the basic services that affect the daily lives of those who live and work in the City of West Hollywood. The Division is primarily responsible for the administration, planning, maintenance, construction management and technical engineering of the City's public right of way infrastructure. It also provides oversight for the maintenance of the City's sewers and coordinates with the utility companies that serve our residents. The Division is responsible for the City's Capital Improvement Program for the public right of way.

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 working with budgets, primarily monitoring and tracking expenditures is essential in this position. This position will answer calls from constituents, which will include addressing concerns, providing information, responding to inquiries and directing calls to the appropriate staff person. To that end, strong customer service skills and excellent written and verbal communication skills will be necessary for success.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or GED is required; Associate's degree in related field is preferred; **AND three to four 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: Wednesday, May 2, 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.

