
CITY OF WEST HOLLYWOOD

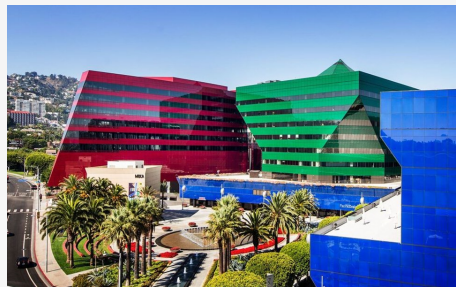
ASSISTANT PLANNER

Current and Historic Preservation Planning Division
(Planning Counter)

\$7,394 – \$9,449 monthly, plus excellent benefits

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. At only 1.9 square miles, West Hollywood is a robust economic and cultural center known for its iconic destinations such as The Sunset Strip and The Design District.

The City offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community.



THE OPPORTUNITY

Apply your urban planning skills to the City of West Hollywood's Current and Historic Preservation Planning Division. As the first point of contact and 'face' of the department, the primary responsibility of the Assistant Planner is providing planning counter services. The Assistant Planner manages planning cases, monitors projects under construction and may assist staff in completing various advance planning projects. Some key responsibilities include: direct interaction and communication with customers to disseminate information; conduct research and provide a response on all types of planning applications such as counter-level approvals, applications for new construction and regulation of historic resources.

IDEAL CANDIDATE

The ideal candidate will have **effective communication** and **high-level customer service skills** and **experience interpreting, processing and applying zoning ordinances**. This position requires demonstrated experience in **guiding the public through various requirements, ordinances and laws**, including **monitoring** and **assisting in overseeing active planning projects**. Demonstrated track record **providing current** or **recent** planning and zoning services in a public counter is essential for success in this position.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited four-year college or university in a related field; and, one to two 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. **Licenses and Certifications:** American Institute of Certified Planners (AICP) Certification (desirable). Master's degree preferred.

Deadline to submit applications: Friday, August 17, 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: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

