

CITY OF WEST HOLLYWOOD

SENIOR PLANNER

Long Range Planning Division

\$9,306 – \$11,891 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

Join a team of creative planning professionals who are engaged in a wide range of innovative planning and policy programs. This is a high-level staff position in the Long Range Planning (LRP) Division, requiring excellent **project management** and **supervisory skills**, a passion for community engagement, great communication skills, and **demonstrated expertise in land use policy**. This position will supervise staff and coordinate projects within LRP and with internal and external project partners, and will be responsible for completing complex, politically-sensitive projects. Active LRP Division Projects include: a Sunset Strip Streetscape Action Plan, new parklet program, updates to the Zoning Ordinance, development of a Net Zero/Sustainable Practices Policy Framework, and update of the Green Building Program.

What the LRP employees have to say about working at West Hollywood:

“One of the best things about working here is that the projects here are meaningful.”

“We are small enough that we can effect change – that’s why I love working here.”

“I really like the freedom and creativity that we’re allowed to use here.”

“It’s great – we’re a small city that gets to deal with big city issues.”

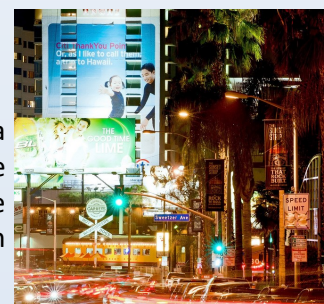
“There are great mentorship opportunities here. People show you how to navigate the waters.”

IDEAL CANDIDATE

The ideal candidate is passionate about planning in vibrant urban environments and combining the tenets of **land use** and **sustainability** policies to make great urban environments. Their skills and experience should bring a thoughtful, creative approach, with a focus on delivering effective and efficient projects. **Excellent oral and written communication skills** and an appreciation for good **graphic design**, coupled with **experience implementing innovative community engagement strategies** are important. The ideal candidate will have a **demonstrated record of strong project management**, great **attention to detail**, and **policy implementation experience**. The ideal candidate **can build a team and keep it working together**, implementing policies and programs in innovative and effective ways. We need someone who can relate well with other departments and community stakeholders, **building bridges and relationships** that will help our projects be successful.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor’s degree from an accredited four-year college or university in a related field; and, two to three 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.



Deadline to submit applications: Friday, August 24, 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.

