

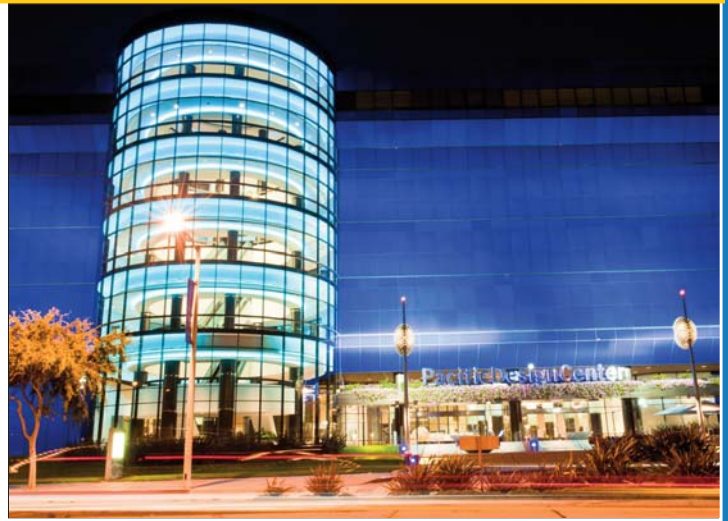
THE CITY OF West Hollywood, California



is seeking a
Manager
Urban Design & Architecture Studio



WEST HOLLYWOOD — AN OUTSTANDING OPPORTUNITY



CITY OF WEST HOLLYWOOD

The City of West Hollywood is like no other city in the world. Located in the heart of metropolitan Los Angeles, the City was incorporated in 1984 by a unique collaboration of people including lesbian, gay, bisexual, and transgender activists; seniors; and advocates for affordable housing. At only 1.9 square miles, West Hollywood is a robust economic and cultural center instilled with idealism, creativity, and innovation. A spirit of community activism and civic pride thrives in West Hollywood for many of its approximately 37,255 residents.

The City of West Hollywood has a strong progressive voice and is filled with rich history. The City prides itself on strong core values: Respect and Support for People; Responsiveness to the Public; Idealism, Creativity and Innovation; Quality of Residential Life; Promotion of Economic Development; Public Safety; and Responsibility for the Environment — as well as being proactive in responding to the needs of its diverse community.

People from all over the globe visit West Hollywood for its iconic destinations such as the Sunset Strip, Historic Route 66, and LGBT entertainment area. The City's thriving creative and entertainment communities set trends in design, dining, music, fashion, art, and architecture.

According to the City of West Hollywood's most recent Community Study, one of the most intensive community engagement projects in the City's history, 90 percent of respondents rated their quality of life as excellent or good, citing pedestrian orientation, central location, safe and quiet neighborhoods, amenities, and well-kept infrastructure.

For more information, please visit www.weho.org.

THE CITY GOVERNMENT

The City of West Hollywood operates under a Council-Manager form of local government. The City Council and City Management is extremely stable with the current City Manager serving the City for over 27 years and the City Councilmembers serving a combined 62 years. Members of the West Hollywood City Council serve for four-year terms and are elected at large. The City Council annually selects one of its members to serve as Mayor for a one-year term. The City Manager provides oversight of the City's day-to-day operations.

With approximately 250 staff members, West Hollywood City Hall is organized into nearly two dozen Divisions within the following Departments: Administrative Services, City Manager, Communications, Community Services, Economic Development, Finance and Technology Services, Human Services and Rent Stabilization, Facilities and Recreation Services, Public Works, and Public Safety. The City maintains a contract with the Los Angeles County Sheriff's Department and is served by the Los Angeles County Fire District.

The City of West Hollywood has received high marks for sound general and fiscal management policies. The City received the highest possible ratings for its lease revenue bonds from Fitch and Standard & Poor's (S&P) rating agencies. The City also maintains top implied general obligation bond ratings. During the past few years, the City's revenues have steadily increased. The fiscal year 2017-2018 budget is approximately \$125 million.



THE URBAN DESIGN & ARCHITECTURE STUDIO DIVISION AND THE MANAGER POSITION

The Urban Design & Architecture Studio is a newly established division within the Community Services Department in the City of West Hollywood. The manager position provides leadership in establishing and setting the strategic direction for the division to achieve the City's urban design and architectural vision, responsible for planning programs and design related to capital projects, along with implementing of the Division's work program. Position will be responsible for the planning, design, construction and management of capital improvement projects related to city-owned/leased facilities, including public buildings, community/recreation centers, parks, parking structures. Our goal is to incorporate the City's sustainable design directives, while maintaining a high standard of economy, utility, and aesthetics.

Few urban environments mirror the scope of urban and architectural design projects and methods required within the City of West Hollywood. The manager function requires a talented and creative individual who possesses not only high energy and contemporary urban design and architectural management expertise, but also highly developed interpersonal and presentation skills in order to effectively interact with a broad range of stakeholders within the city organization and throughout the community. The Urban Design & Architecture Studio Manager reports to the Deputy City Manager of Community Services and oversees the division operating budget of approximately \$1.2 M in City funds.

The successful candidate for this position will have the opportunity to lead and manage the Urban Design and Architecture Studio, build its capacity and provide strategic direction for the future of development for the City. The manager will assist in the selection of the Urban Designer and implement an urban design strategy that will improve civic architecture, infrastructure, the public realm, and the relationship of private developments to public spaces in West Hollywood. The Manager will be required to have solid knowledge and experience in land use planning and development review and to be knowledgeable of trends and current thinking in the fields of urban planning and design, environmental sustainability, economic and social sustainability.

WORKING STYLE/PERSONAL CHARACTERISTICS

The Deputy City Manager is seeking an Urban Design & Architecture Studio manager with previous urban design/architectural experience in a progressive city and



significant experience with in-fill redevelopment and public infrastructure work. The Manager will also be responsible for day-to-day management of the division to include; development and management of the budget; planning long-range goals, organizational structure and management systems for the division; building capacity by interviewing, hiring and training staff; assigning and directing work; setting deadlines; appraising staff performance; rewarding and disciplining employees; addressing complaints and reconciling problems. Previous experience working closely with an active, highly engaged constituency will also serve the successful candidate well in the City of West Hollywood.

Additionally, the successful candidate in this position would be someone who:

- Brings unquestioned integrity, accountability, ethics and personal responsibility to the position
- Brings a high level of energy and is able to oversee a broad variety of activities and issues of interest to the community in urban design, architecture, historic preservation and planning theory
- Is familiar with municipal processes for development review of private projects and implementation of public projects
- Brings an interest in facilitating planning processes and will be able to cultivate a focus on the common objectives of the community and the City's established General Plan, Specific Plans, Zoning Ordinance, and environmental review processes
- Wishes to work in a city that encourages innovation and creativity in ideas and solutions and is not afraid to take calculated risks
- Is able to relay technical information in a non-technical way to a wide range of stakeholders and citizens
- Is able to anticipate issues of importance to a well-informed and active community
- Is comfortable with technologies such as database, design, documentation, spreadsheet applications and related technical software, such as CAD/CADD; Bluebeam, and an e-government environment

EDUCATION AND EXPERIENCE

- West Hollywood is seeking a candidate with the equivalent of a Bachelor's degree and major course work in city or regional planning, urban planning, architecture or a closely related field.
- At least five to seven years of progressively responsible experience in urban planning or architecture. Current Registration as a Professional Architect in the State of California is desired. The possession of LEED Professional Accreditation, or other green building rating system and a combination of both governmental and private sector experience are also desirable.

WHY THIS IS AN ATTRACTIVE PROFESSIONAL OPPORTUNITY

- It is an exciting time to work for the City of West Hollywood – the Urban Design and Architecture Studio Manager will be a principal player in the development and redevelopment of this vibrant, progressive city
- A talented, highly educated staff will provide every assistance towards the success of the new Manager
- The City of West Hollywood has pioneered new approaches and solutions in administering complex development challenges in a fully built-out environment by providing zoning incentives and forming public/private partnerships
- There are interesting urban design and architectural opportunities ahead and the chance to try creative and innovative ideas
- The caliber of city staff is high with an extraordinarily strong commitment to public service
- Many and varied community resources are available



COMPENSATION AND BENEFITS

The City of West Hollywood provides an excellent compensation and benefits program. The salary range for this position is **\$149,508–\$196,772** annually, dependent on qualifications. The attractive benefits program includes:

- **RETIREMENT**

CalPERS 2.7% @ 55 (single highest year) for classic members (employee pays pre-tax contribution of 8%) or 2% @ 62 (average of three highest years) for new members under the Public Employee Pension Reform Act (PEPRA) (6.75% employee contribution). The City does not participate in Social Security.

- **HEALTH PLAN**

– City-paid medical, dental, vision insurance

- **TECHNOLOGY ALLOWANCES**

– City will pay an allowance of \$75 per month for use of personal technology devices for business purposes. These allowances provide complete reimbursement to the employee for the use of their private cell phone or other electronic devices for city business.

- **DEFERRED COMPENSATION**

– Employees will be enrolled in a 457 Deferred Compensation Plan funded by a City contribution (\$150) and an optional employee contribution. This plan allows employees to save funds on a tax-free basis for retirement.

- **RETIREE HEALTH SAVINGS (RHS)**

– Employees will be enrolled in a RHS Plan funded by a City contribution (\$100). This plan provides funds for medical premiums in retirement.

- **PAID LEAVES**

- **Vacation:** 116 hours the first year of service, 156 hours years 2 through 9, increasing to 196 hours after 10 years of service
- **Sick Leave:** 96 hours per year
- **Holidays:** 10 City-paid holidays and 9 hours of floating holiday leave
- **Administrative Leave:** 12 hours per month

- **DISABILITY INSURANCE**

– 66 2/3% of salary to cap of \$5,000 per month, after a 30-day elimination period

- **LIFE INSURANCE**

– Equal to 1.5 times of annual salary plus \$20,000

- **TUITION REIMBURSEMENT**

Tuition will be reimbursed at 100% of the fee schedule for the University of California for job-related courses approved by the Deputy City Manager

- **OPTIONAL BENEFITS**

– AFLAC, Long-Term Care, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan for medical reimbursement and dependent care assistance and cash out of Vacation and Administrative Leaves





TO APPLY

Submissions are due November 20, 2018 at 5:00 p.m., Pacific Standard Time

Please submit a persuasive cover letter explaining why you feel you are a good candidate for this position, resume, and at least four professional references (work history references will not be contacted without permission) to:

Clark Wurzberger
The Mercer Group, Inc.
Email: cwurzberger@mercergroupinc.com
P.O. Box 546, Weimar, CA 95736
Tel. (530) 637-4559; Fax (650) 240-3933

Electronic submissions are required. Applicants are required to submit a City job application. Please view additional job information at: **<https://www.weho.org/community/employment>**

Applicants will be screened in accordance with the criteria outlined in this brochure. Candidates with the most relevant qualifications will receive a preliminary interview with the Consultant. The most qualified candidates will be referred to West Hollywood City officials for further consideration.

