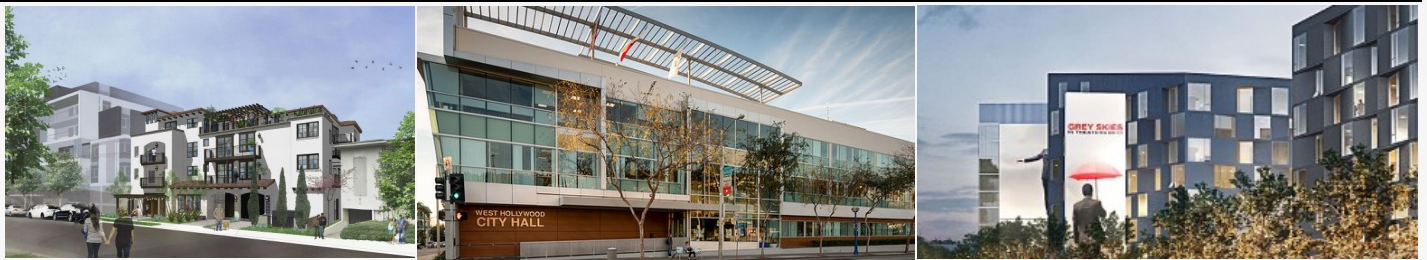

CITY OF WEST HOLLYWOOD

ADMINISTRATIVE SPECIALIST IV

Rent Stabilization and Housing Division

\$6,345 – \$8,108 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 City of West Hollywood cares for its residents. The Rent Stabilization and Housing Division works to achieve affordable, vibrant neighborhoods where all residents thrive. The Division administers the City's inclusive housing programs, including Rent Stabilization, Affordable Housing Requirements for new development, and the Affordable Housing Trust Fund and partnerships with housing providers creating new opportunities for those in greatest need. The Administrative Specialist IV reports to the division manager and supports the division through special projects, managing contracts, staffing the Rent Stabilization Commission, and as the primary staff working with the division budget.

IDEAL CANDIDATE

The ideal candidate is driven, self-motivated, detail-oriented and able to handle various projects while working comfortably in a fast-paced environment. The ideal candidate will have **demonstrated knowledge/background working independently in a regulatory setting providing community support services**. The ideal candidate will also demonstrate the following traits: **strong customer service and interpersonal skills**; ability to successfully balance multiple competing priorities; **demonstrated experience and knowledge preparing, coordinating, maintaining/tracking an administrative budget; issuing Request for Proposals (RFP) and processing and managing budgetary aspects of contracts and; experience or background staffing a commission or other decision-making body.**

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or GED is required; Associate's degree in 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: November 12, 2019 @ 5:00pm

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/jobs. 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.

