
CITY OF WEST HOLLYWOOD

ADMINISTRATIVE SPECIALIST II (IN-HOUSE)

HUMAN RESOURCES DIVISION (City Hall First Floor Reception)

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

Job Summary:

Performs administrative and clerical function of routine difficulty in support of office and department staff, including **City Hall first floor reception coverage:**

- Serves visitors by screening, greeting, welcoming, and directing them appropriately.
- Notifies appropriate department of visitor arrival. Directs visitors by maintaining employee and department directories.
- Informs visitors by answering or referring inquiries. Logs and track complaints, requests, schedules meetings; provides information on departmental services and functions.
- Provide customer service to internal and external customers
- Data entry, set up and maintain files.
- Process check requests, assist with reports, logs, and etc.
- Distributing and/or processing forms, applications, etc., assisting visitors in completion of same.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

- High school diploma or GED; and, Two to three years of 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.

Licenses and Certifications:

- None

Deadline to submit applications: February 10, 2020, 5:00PM PDT

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 <https://www.weho.org/community/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: Duane Cobb at 323.848.6491 or dcobb@weho.org.

