



Peckham & McKenney
"All about fit"

PECKHAM
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EXECUTIVE SEARCH

Planning Manager
(Long Range Planning)
CITY OF WEST HOLLYWOOD, CALIFORNIA

THE COMMUNITY

The City of West Hollywood is like no other city in the world. Located in the heart of metropolitan Los Angeles, the City of West Hollywood 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 an international destination with a diverse population. The City 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 36,500 residents.

The City of West Hollywood has a strong progressive voice, is a leader among communities, 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.

With its iconic destinations such as The Sunset Strip, Historic Route 66, and LGBT+ entertainment area, West Hollywood is also host to 1.5 million visitors annually from all over the globe. West Hollywood has over 20

hotels, many of which offer world-class luxury accommodations. Dining and entertainment is available at more than 260 restaurants, bars, entertainment venues, and nightlife establishments. The City's thriving entertainment communities set trends in design, dining, music, fashion, art, and architecture. As a home of the Pacific Design Center (PDC) and the surrounding West Hollywood Design District, West Hollywood is also acknowledged as the West Coast's center of interior design.

For more information about the City of West Hollywood, please visit www.weho.org.

THE ORGANIZATION

The City of West Hollywood operates under a Council/Manager form of government. The City is known as a progressive and stable organization with high professional standards for excellence, customer service, ethics, fiscal responsibility, and a commitment to sustaining best practices. West Hollywood has 249 full-time positions, a FY 2021-22 \$137 million operating budget, and a \$10-million Capital Improvement Projects budget. The City also maintains healthy reserves which currently total over \$100 million. Over the last 10 years the City has completed a number of large-scale capital improvements totaling over \$200 million, including the construction of a new library, aquatics and recreation center,

parking facilities, and the renovation of West Hollywood Park. The five-member City Council is elected at-large, and annually appoints one of its members to serve as Mayor for a one-year term. City programs and services are provided by approximately two-dozen Divisions within the Departments: Administrative Services, City Manager, Communications, Community Services, Economic Development, Facilities and Recreation Services, Finance and Technology Services, Human Services and Rent Stabilization, Planning and Development Services, Public Safety, and Public Works. The Planning Manager (Long Range Planning) reports to the Planning and Development Services Director who oversees the Current & Historic Preservation Planning Division, Building & Safety Division, and Long Range Planning Division.

The primary goal of the Long Range Planning Division is to maintain the City's unique urban balance with emphasis on residential neighborhood livability. As such, the Long Range Planning Division works with City staff, regional planning organizations, transit agencies, and the community to develop solutions and policies, and to implement programs, processes, and physical improvements that improve the quality of life, promote sustainability and health, strengthen the local economy, enhance mobility and public spaces, and encourage public participation in the planning process. The Division is vital for implementing the City's core values and providing innovative leadership in support of a vibrant, livable, and sustainable West Hollywood.

THE POSITION

The Planning Manager for the Long Range Planning Division oversees and works along with an interdisciplinary team of 7 professionals. Through leadership of the Division and working in the team, the Planning Manager (Long Range Planning) is responsible for implementing the community's vision and goals, as established in the West Hollywood General Plan and Climate Action Plan, and developing policy and plans that guide change in the City. The City has recently



updated its Climate Action Plan and is working on its new Housing Element. The City Council and the community are pro-housing and have accepted the challenge to meet and exceed the City's assigned RHNA number of 3900 units, with an emphasis on creating affordable units.

The City is seeking a strong Planner with experience supervising staff and strategically managing a dynamic and fast paced project load. The Planning



Manager (Long Range Planning) has the responsibility for managing the Division budget, personnel, and report preparation, and must be able to make presentations, facilitate meetings, and monitor projects for on-time completion. The position is responsible for coordinating with other Divisions throughout the City, such as the Current and Historic Preservation Planning Division and the Urban Design & Architecture Studio Division on shared projects and initiatives.

There are four key areas within the Long Range Planning Division that the Manager will oversee: land use/zoning; housing policy; sustainability; and mobility. The successful candidate for Planning Manager (Long Range Planning) will be an innovative and collaborative leader, capable of mentoring and developing staff, skilled at strategically managing the many projects and programs within the different divisions, and adaptable to the ever evolving environment of the local government stage. The Planning Manager (Long Range Planning) will need to be an effective and

articulate communicator, both verbally and in writing. They must be comfortable and confident in making presentations and communicating with elected and appointed officials, City staff, and residents, and facilitating project meetings with consultants and community members.

The position of Planning Manager (Long Range Planning) requires an individual who is effective at visioning, consensus-building, planning, and programming. The successful candidate is a team player, politically intuitive and sensitive, a problem-solver, attentive to timelines, and effective at training and educating personnel.

The successful candidate will:

- Possess strong ethics, openness, honesty, and responsiveness.
- Be attuned to the nuances of factors that affect process and decisions.
- Motivate and mentor Division staff.
- Thrive in a team-oriented and collaborative environment.
- Serve as a subject matter expert.
- Embrace working with the community on issues.
- Be organized and mission / goal focused to maintain schedules and complete projects on time.
- Recognize the importance of the City's past and current identity for developing policies and completing long-range planning for the future.
- Lead presentations to residents, boards, commissions, the business community, and other groups as well as represent the City at meetings.

Requirements include 5 to 7 years of progressively responsible experience, a Bachelor's degree from an accredited 4-year college or university in a related field, or a combination of education, training and experience that provides the required knowledge, skills and

abilities to perform the duties of the position. American Institute of Certified Planner Certification is desirable or must be obtained within 12 months of hire. American Institute of Certified Transportation Planner Certification is desirable. A valid California Driver's License is also required.

THE COMPENSATION

The annual salary range for this position is \$159,075 to \$209,364. The appointment and salary offer will be made based upon the qualifications of the selected candidate. In addition, the City offers the following comprehensive benefits:

RETIREMENT

California Public Employees' Retirement System (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.

9/80 MODIFIED WORK SCHEDULE

Work schedule consisting of eight 9-hour days, one 8-hour day, and one day off in



a 2-week period. Under a typical 9/80 arrangement, employees work four 9-hour days, followed by an 8-hour workday that is split into two 4-hour periods.

TELEWORK POLICY

This position is eligible to work remotely for up to 50% of its time, if approved by the Department Director and based on the on-going operational needs of the City.

HEALTH PLAN

City-paid medical, dental, vision insurance with an added allowance for eligible dependents, including children (under the age of 26), spouse, or domestic partner (effective the 1st of the month following hire date).

TECHNOLOGY ALLOWANCE

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.

NECESSARY EXPENSE ALLOCATION

Allocation (one-time allocation of \$500) under the City's emergency order/ temporary policy.

DEFERRED COMPENSATION

West Hollywood Managers' Association (WHMA) employees will be enrolled in a 401a Deferred Compensation Plan funded by a City contribution (\$150 per month) and an optional employee contribution.

SEARCH SCHEDULE

Filing Deadline:June 3, 2022

Preliminary Interviews:June 6, 2022 to June 24, 2022

Recommendation of Candidates:Week of June 27th

Finalist Interview Process:July 5, 2022 to July 15, 2022

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

This retirement savings plan allows employees to save funds on a tax-free basis for retirement.

Employees may also elect to contribute to a 457 Deferred Compensation plan.

RETIREE HEALTH SAVINGS (RHS)

A \$100 per month contribution paid by the City.

PAID LEAVES

- **Vacation:**
 - » 116 hours first year of service
 - » 156 hours years 2 through 9
 - » 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 a cap of \$3,077 per week, after a 30-day elimination period.

LIFE INSURANCE

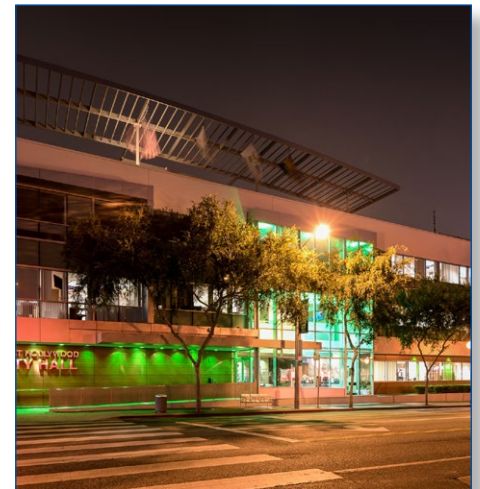
Equal to 1.5 times of annual salary plus \$20,000.

TUITION REIMBURSEMENT

Tuition will be reimbursed, upon approval, at 100 % of the fee schedule for the University of California for job-related courses (up to \$7,500 per fiscal year).

OPTIONAL BENEFITS

AFLAC, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan (FSA) for medical expenses/ reimbursements and dependent care assistance, and cash out of accrued Vacation and Administrative Leaves.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Tara Schultz at (626) 644-1398 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com

