

THE CITY OF WEST HOLLYWOOD IS SEEKING A COMMUNITY & LEGISLATIVE AFFAIRS SUPERVISOR

in the Community & Legislative Affairs Division

About the Division

Founded on a spirit of activism, the City of West Hollywood has set new standards for other municipalities and is a leader in many critical social movements – including HIV and AIDS advocacy; affordable and inclusionary housing; LGBTQ rights, civil rights, and human rights; women's rights; protection of our environment; and animal rights – but also in fiscal responsibility; city planning; infrastructure; social services programs; wellness and recreation programs; senior services and aging-in-place programs; public and community arts; community engagement; and innovation. The Community & Legislative Affairs Division is vital to the success of the City's mission. The Division acts as a resource for the City Council, City Staff, and community stakeholders regarding policy, legislation, Council initiatives, and inter-governmental affairs. The Division also oversees and engages in advocacy efforts to advance the City's legislative priorities and is responsible for some of the City's community events.

The Ideal Candidate

This position will supervise members of the Community and Legislative Affairs team and will serve as a liaison to the Division's boards and/or commissions. The ideal candidate will have excellent knowledge of public policy, be highly organized, a strong communicator, and a demonstrated leader. Experience supervising, coaching, and developing a team is crucial in this role. The successful candidate will have experience analyzing and interpreting various policies and legislation, including writing staff reports to City Council, and have experience working with elected and appointed officials and coordinating community events.

Minimum Qualifications Required

Education and Experience:

- Bachelor's degree from an accredited four-year college or university in a related field; Master's degree in related field is preferable; and,
- Four to five years of progressively responsible related experience.

\$9,901.74 - \$12,652.57 MONTHLY
APPLICATION DEADLINE:
JUNE 9, 2022 AT 5:00 PM PST

For Job details and requirements, and to apply online, please
visit: weho.org/jobs

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