

**City of West Hollywood  
invites applications for**

# **NEIGHBORHOOD & BUSINESS SAFETY MANAGER (CODE ENFORCEMENT)**

**Neighborhood & Business Safety Division  
\$167,824 - \$220,879 Annually**

## **The City**

The City of West Hollywood 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.

Located in the center of one of the world's greatest concentrations of creative arts and entertainment districts, West Hollywood has approximately 36,500 citizens, is 1.9 square miles large, and is an exciting and dynamic City with issues and policies on the cutting edge of municipal government in California and the nation.

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. It has also become one of the most desirable places to live, work and visit in Southern California.

## The Division

The Neighborhood and Business Safety Division provides comprehensive regulatory oversight in order to protect and enhance public health and safety and maintain the City's Municipal Code standards. By means of information, education, and the Administrative Remedies Program, Neighborhood and Business Safety ensures compliance with provisions of the City's Municipal Code including but not limited to zoning, neighborhood preservation, business license, noise, solid waste, anti-smoking, National Pollutant Discharge Elimination System (NPDES), property maintenance, short-term rentals, and public right-of-way ordinances.

The Neighborhood and Business Safety Division seeks to maintain the quality of the existing housing stock by implementing and enforcing residential property maintenance laws. Primary enforcement efforts are directed toward issues affecting public health, safety, and welfare. Other areas of focus are the identification of units constructed or remodeled without appropriate permits, construction site management, compliance with smoke and carbon monoxide detector laws, and special attention is paid to vacant and abandoned properties.

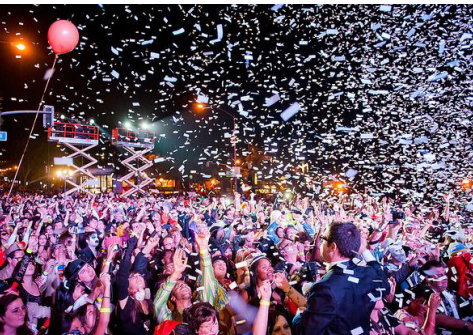
Additionally, Neighborhood and Business Safety administers the City's regulatory business license program, which provides services to regulate business classifications, as well as application processing, license issuance, records management, compliance inspections, and public hearings before the Business License Commission, the City Council, and other boards/commissions as appropriate. Neighborhood and Business Safety also issues extended hour construction permits, valet parking sign and meter encroachment permits, outdoor dining encroachment permits, and special event permits.

## The Position

The Neighborhood and Business Safety Manager oversees the operations associated with ensuring compliance with the City's Municipal Code and is responsible for balancing both needs of our residents and our business community. The position reports directly to the Director of Community Safety and supervises the work of 14 staff.

The Neighborhood and Business Safety Manager is expected to be innovative, strategic, and solutions-orientated. Extensive knowledge of Regulatory law, legal processes and collaborative problem solving are necessary to be successful in the position. The Neighborhood and Business Safety Manager will be articulate and confident in making presentations and communicating with elected and appointed officials, City staff, business leaders, and residents. The successful candidate is a team player, politically intuitive and sensitive, a creative problem-solver, attentive to timelines, and effective in training and educating personnel. The successful candidate will:

- Possess strong ethics, openness, honesty, and responsiveness.
- Understand the need to put in the necessary time to resolve issues, complete projects, and attend meetings on weekends and after hours.
- Motivate and mentor long term and new Division staff and possess experience in dealing with employee relations and performance improvement plans.
- Be a strong relationship builder and thrive in a team-oriented and collaborative environment.
- Serve as the subject matter expert on all Division programs and projects.
- Embrace working with the community on issues and being supportive and adaptive to change.
- Be organized and mission / goal focused to maintain schedules and complete projects on time.
- Lead presentations to residents, commissions, the business community, and other groups, as well as represent the City at meetings.
- Possess experience in serving as a direct liaison to City commissions and boards.
- Possess experience working with the City Attorney and City Prosecutor on legal matters related to municipal code amendments, public nuisance abatements, receiverships, and civil/criminal proceedings.
- Oversee consultant and contractor agreements specifically related to public safety services.
- Possess experience managing a City's emergency management plan or assisting with emergency plan operations.
- Possess and maintain required certifications and be willing to acquire desirable training and certifications.



## QUALIFICATIONS

**Education and Experience:** Bachelor's degree from an accredited four-year college or university in a related field; and five to seven 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. Completion of FEMA Emergency Management Institute courses IS-100, IS-200, IS-700 and IS-800 is desirable. **Licenses and Certifications:** Valid CA Driver's License; CA POST Penal Code 832 Certification (must obtain within one year of hire, cost will be reimbursed if successfully completed); CA Association of Code Enforcement Officers Certification (must obtain within one year of hire, cost will be reimbursed if successfully completed); ICC Property Maintenance and Housing Inspector Certification (must obtain within one year of hire, cost will be reimbursed if successfully completed); ICC Zoning Inspector Certification (must obtain within one year of hire, cost will be reimbursed if successfully completed); Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM) Certification is desirable; ICC Residential Building, Plumbing, Mechanical, and Electrical Inspector Certifications is desirable.

## BENEFITS/SALARY INFO

**COMPENSATION:** The salary for this position is within an established annual range of \$167,824 up to \$220,879, and will be dependent upon the qualifications and experience of the selected candidate.

The City of West Hollywood offers an excellent benefits package which includes:

- **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, and 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 technology purposes. These allowances provide complete reimbursement to the employee for the use of their private cell phone or other electronic devices for City business. A City issued laptop will be provided.
- **RETIREMENT SAVINGS PLANS:** Employees will be enrolled in a 401(a) Defined Contribution Plan funded by a City contribution (\$150 per month). A 457(b) Deferred Contribution Plan is also available for voluntary contributions. Annual limits are dictated by the IRS. The retirement savings plans allow employees to save funds on a tax-free basis for retirement.
- **RETIREE HEALTH SAVINGS:** City contribution of \$100.00 per month.
- **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 your 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/reimbursement and dependent care assistance, and cash out of accrued Vacation and Administrative Leave.

## TO APPLY FOR THIS POSITION

### APPLICATIONS ARE DUE FRIDAY, OCTOBER 14, 2022 at 5:00 PM

Applicants must submit a City job application and supplemental questions with the Human Resources Division by the filing deadline. To apply and view additional job information please visit [www.weho.org/jobs](http://www.weho.org/jobs). If you are unable to submit your application materials online you may contact (323) 848-6418. 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 Kokubun at (323) 848-6418 or [ckokubun@weho.org](mailto:ckokubun@weho.org).



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