

THE CITY OF WEST HOLLYWOOD IS SEEKING AN

# INNOVATION OFFICER

in the City Manager's Department

The City of West Hollywood is seeking an experienced, creative, and collaborative strategic innovation professional to join our team in the Office of the City Manager. The Innovation Officer is responsible for developing, coordinating, and executing projects, programs, and systems to enhance city infrastructure and service delivery. The role includes strategic planning, process improvement, and innovation project management. This position identifies opportunities and fosters partnerships across the organization, constituents, the community, and external partners to support effective collaboration.

## The ideal candidate possesses:

- Demonstrated experience in developing and overseeing initiatives, innovation project management, and/or process improvement.
- The ability to identify challenges and barriers and develop solution prototypes.
- Proficiency in data analysis for decision-making; collecting, analyzing, and synthesizing qualitative and quantitative data and information.
- The ability to communicate technical concepts in a clear and understandable manner, and present them to both technical and general audiences.
- Strong collaboration and relationship-building skills.
- Experience handling multiple competing priorities, and ability to prioritize workload, manage logistics, and work on multiple complex projects and changing priorities.

## MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree from an accredited four-year college or university in a related field; and, four (4) to five (5) years of progressively responsible 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.

The City of West Hollywood has a telework policy, and this position may be eligible for up to 50% telework.

**\$129,430.08 - \$165,387.72 ANNUALLY**

**APPLICATION DEADLINE: OPEN UNTIL FILLED**

**\*The first application review will occur on October 4, 2023**

For job details and requirements, and to apply online, please visit:

[weho.org/jobs](http://weho.org/jobs)  
AA/EOE



City of West Hollywood  
California 1984