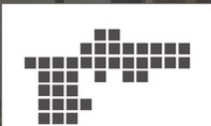


BUSINESS DEVELOPMENT MANAGER



City of West Hollywood
California 1984

CITY OF WEST HOLLYWOOD



THE COMMUNITY

The City of West Hollywood is like no other city in the world. Located in the heart of metropolitan Los Angeles and only 1.9 square miles, 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. West Hollywood is an international tourism destination with a diverse population and is also the location of many entertainment, design, technology, and hospitality-based businesses. 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 a 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 the Rainbow District, West Hollywood is host to 2.5 million visitors annually from all over the globe. West Hollywood has 20 hotels, many of which offer world-class luxury accommodations. Dining and entertainment is available at more than 300 restaurants, bars, entertainment venues, and nightlife establishments. 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. Each year the City also plays host to a number of large events including WeHo Pride and the WeHo Pride Parade in early June and the West Hollywood Halloween Carnival. Throughout the year the City's businesses also host hundreds of private events typically focused on the entertainment industry including events related to the Oscars, Grammy's, Emmy's, and other awards shows.

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

THE CITY GOVERNMENT

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 approximately 260 full-time equivalent positions, a fiscal year 2024-25 operating budget of \$192 million, and a \$41.9 million budget for capital improvements. 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 1-year term. City programs and services are provided by approximately two-dozen Divisions within the following Departments: Administrative Services, City Manager, Communications, Community Development, Community Safety, Community Services, Economic Development, Finance and Technology Services, Human Services and Rent Stabilization, and Public Works.

THE DEPARTMENT/DIVISION

The City of West Hollywood's Economic Development Department is comprised of two Divisions: Business Development Division and the Arts Division. Working with artists, businesses, developers, innovators, and local economic development organizations, the Economic Development team provides various services to support, engage, promote, and connect West Hollywood with its residents, businesses, and visitors.

The Business Development Manager reports to the Economic Development Director who oversees a budget of approximately \$5 million. The Business Development Division is a small but mighty team and includes the Business Development Manager, a Business Development Analyst, and a Transportation Program Administrator dedicated to providing professional services to West Hollywood's businesses, residents, and visitors. The Business Development Division includes two functional areas of business services and transit services.



THE POSITION

The City of West Hollywood has recently re-established its Economic Development Department, dedicated to providing professional assistance to the existing West Hollywood business community and acting as the City's ombudsman to future businesses seeking to establish themselves in the City. West Hollywood is a desirable location of choice for many of today's most successful brands and remains the home of some of the most iconic and legendary venues and restaurants. The City is seeking a dynamic individual to be its ambassador to the business community, experienced in building supportive and productive relationships to ensure the City and its business community's continued and future success.

The **Business Development Manager** will assist the Economic Development Director with the management of the department including business attraction, retention, and expansion; the development and implementation of strategies that encourage the revitalization and expansion of existing businesses; assisting with the implementation of the soon to be adopted Economic Study and WeHo 40 Strategic Plan, as well as management of the City's transit programs including CityLine Local, CityLine Commuter, CityLine Flex (Dial-a-Ride), and The PickUp. The Business Development Manager must have experience working with businesses and the general knowledge necessary to assist new businesses as they navigate the planning and permitting process. The successful candidate will have experience working with City Councils, community and special interest groups, outside agencies, and the Chambers of Commerce. Additionally, experience with local, state or federal grant management and audits, as well as experience working collaboratively with neighboring jurisdictions/agencies on large scale projects is highly desired.

The selected candidate will supervise both the Business Development Analyst as well as the Transportation Program Administrator to assist with the development and implementation of departmental long-range goals and objectives in order to achieve the City's vision. This position will act as the primary liaison providing technical coordination and comprehensive services to the business community including: business owners and operators; developers and their representatives, and various boards and commissions; and assist in the development of marketing strategies and public information materials designed to promote the City as a desirable location for businesses. Additionally, the position will oversee the securing of new electric vehicles for the City's transit fleet as the City transitions to zero-emission vehicles, annual auditing of the transit service provider contracts, and coordination with neighboring cities in preparation for the LA28 Olympic and Paralympic Games.

The ideal candidate will:

- Have the ability to thrive in a fast-paced, dynamic, and progressive working environment.
- Have experience conducting research and identifying financial and other economic data, trends and resources for commercial development opportunities.
- Exhibit exceptional customer service, written and verbal communication, and critical thinking skills.
- Be highly organized and efficient, with excellent time management and multi-tasking skills.
- Be self-motivated and a consensus builder.

This position will be responsible for policy development, managing consultant contracts and special projects; researching and preparing reports and presenting to various boards and commissions and the City Council; and assisting with the development and management of the department budget.



QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited four-year college or university in a related field; and five (5) to seven (7) 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.



COMPENSATION AND BENEFITS

The salary for this position is within an established annual range of **\$178,210 up to \$234,548**, 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). Retirement formula based on appointment date and membership status with CalPERS, e.g. 2.7% @ 55 or 2% @ 62 (effective immediately on your first day of employment).

HEALTH INSURANCE: City paid coverage for medical, dental, and vision coverage including qualifying dependents, spouse or domestic partner (effective the 1st of month following the hire date).

PAID LEAVES: Vacation - 116 hours first year of service; 156 hours years 2 through 5; 176 hours years 6 through 9, and 196 hours after 10 years of service. Sick Leave - 96 hours per year; Holidays: 11 City-paid holidays and 36 hours of personal leave; Administrative Leave: 12 hours per month.

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 city's ongoing operational needs.

TECHNOLOGY STIPEND: \$75 per month. A City issued laptop will be provided.

RETIREE HEALTH SAVINGS: City contribution of \$100.00 per month.

LIFE INSURANCE: Equal to 2 times your annual salary plus \$20,000 (maximum coverage of \$500,000 and effective immediately on your first day of employment).

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.

DISABILITY INSURANCE: 66 2/3% of salary to a cap of \$3,077 per week, after a 30-day elimination period.

TUITION REIMBURSEMENT: Tuition will be reimbursed, upon approval, at 100% of the fee schedule for the University of California (UC Tuition Resident fee) for pre-approved job-related courses.

OPTIONAL BENEFITS: AFLAC, supplemental Life Insurance, pre-paid legal services, IRS Section 125 pre-tax flexible spending accounts for medical and/or dependent care. And cash out of accrued Vacation and Administrative Leave.

ANNUAL MTA PASS

THE RECRUITMENT PROCESS

HOW TO APPLY

APPLICATION DEADLINE IS:
MONDAY, OCTOBER 28, 2024 at 5:00 PM Pacific Time

Applicants must submit an online job application and response to the supplemental questions to the Human Resources Division by the filing deadline. Late application will not be accepted. To apply and view detailed job information, please visit www.weho.org/jobs and check [Current Job Opportunities](#). Emailing your resume and/or cover letter is not considered an official job application. If you experience technical difficulties, you may contact Human Resources Division at HR@weho.org. AA/EOE.

SECURE THE DATES

If a sufficient number of qualified applications are received:

- First round, **Virtual interviews** will be held on **Friday, November 8th, 2024.**
- Round two, **In-person Finalist interviews tentatively the week of November 12th.**

Selected candidates will be notified once the dates are finalized. It is recommended that you plan your calendar accordingly.

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 Cienna Leung at (323) 848-6365 or cleung@weho.org.



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