

## THE CITY

In 2009, the City of West Hollywood will celebrate 25 years of cityhood. Since 1984, 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. In celebration of this landmark, the City has embarked upon a new capital improvement project to develop premiere public facilities, parks and open space. The three major components of the "25th Anniversary Capital Campaign" include the implementation of Phase I of the [West Hollywood Park Master Plan](#) that includes the construction of a new library and two parking structures totaling more than 420 parking spaces; Phase I of the [Plummer Park Master Plan](#), creating 200 underground level parking spaces and renovation of existing park facilities; and development of a City Hall Project which will include a multi-level, at-grade parking structure at the existing City Hall and restructuring of the interior to better serve constituents. As the City moves towards celebrating its first 25 years, world-class facilities that enhance the community and its assets reflect the City's dynamic legacy.

West Hollywood is surrounded on three sides by the City of Los Angeles (including the world-famous Hollywood community to the east), and has a common border with the City of Beverly Hills to the west. Notable attractions in West Hollywood include the Sunset Strip; Pacific Design Center, Avenues of Art and Design, and Santa Monica Boulevard which is considered the pulse of the gay and lesbian community. West Hollywood is entrepreneurial, ambitious, visionary, energetic, talented and diverse.



City of West Hollywood  
Human Resources  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069

CITY OF  
**WEST HOLLYWOOD, CA**

## COUNCIL DEPUTY (COUNCIL OFFICE OF LINDSEY HORVATH)



**“We value our artistic richness and support idealism and creativity. We are dedicated to consistently finding innovative and improved solutions in providing the best public services possible.**



### **DEADLINE:**

Application materials due by  
4:00 p.m. on  
July 31, 2009

## CANDIDATE PROFILE

The Council Deputy may have a Bachelor's degree and at least five years of progressively responsible experience related to working with high level individuals in a political environment. Any equivalent combination of experience, education and/or training may substitute for requirements. Strong verbal and written communication and collaborative decision-making skills as well as analytical skills and extensive experience working with the public are also necessary.

Additionally, the Council Deputy must demonstrate the ability to:

- Understand public sector administration and its impact on community well-being; partner well with the public, local business and community stakeholders.
- Represent Council Member Lindsey Horvath and the City in various City, community, and other meetings.
- Effectively communicate and work with multi-levels of organizational management, staff and service providers.
- Analyze problems, identify alternative solutions, strategize and implement recommendations.
- Work effectively for a high-performance and customer-oriented team.
- Lead meetings to implement strategies while gaining and maintaining the confidence and cooperation of a diverse group of stakeholders and community groups.
- Take initiative while exercising sound judgment.

## THE POSITION

Under the direction of the City Manager and the individual Council Member, Council Deputies provide support to the City Council, including legislative and other research for the development of various reports, resolutions and policies. To help achieve the maximum amount of public interaction, the Council Deputies are also responsible for communicating and meeting with constituents and other key stakeholders, receiving their input and concerns, and providing that information to their Council Member and/or the City Manager to respond to as appropriate.

## THE DEPARTMENT

As part of the City Manager's Department, the City Council offices provide leadership and policy direction to the City Manager in the development of goals and objectives for sustaining and improving the quality of life within the City of West Hollywood.

## THE PROCESS

The final filing date for this recruitment is July 31, 2009. Candidates deemed most highly-qualified will be invited to an interview. If you have a disability that requires an accommodation during the interview process, please notify Human Resources at least 24 hours prior to your interview.

## COMPENSATION

The salary range for this at-will status position is \$6,313 to \$8,066 a month. Benefits include: retirement through PERS with the City paying the employee's contribution (2.7% at 55 for the single highest year); City contribution of \$100 a month to 457 deferred compensation plan; a flexible benefits option to cover health, dental and vision insurance; long-term disability and life insurance; domestic partner coverage; vacation, holidays and personal leave, and credit union membership. We also offer a 9/80 work week.

## TO APPLY FOR THIS POSITION

Please visit [www.weho.org/jobs](http://www.weho.org/jobs) to apply on-line.

Candidates must complete an on-line application, responses to the supplemental questions and submit a writing sample. Please e-mail writing samples to [hrinfo@weho.org](mailto:hrinfo@weho.org)

**Please note writing samples will not be returned.**

You may also mail your application materials to:

City of West Hollywood  
Attn: Susan Schumacher  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069

Please contact Susan Schumacher at [sschumacher@weho.org](mailto:sschumacher@weho.org) or 323-848-6325 for questions regarding this recruitment.