



# City of West Hollywood Administrative Specialist IV, Economic Development

<b>SALARY</b>	\$42.28 - \$54.03 Hourly \$3,382.63 - \$4,322.26 Biweekly \$7,329.04 - \$9,364.89 Monthly \$87,948.48 - \$112,378.68 Annually	<b>LOCATION</b>	West Hollywood, CA
<b>JOB TYPE</b>	Full-time Regular Status	<b>JOB NUMBER</b>	25-50606-02
<b>DEPARTMENT</b>	Economic Development	<b>DIVISION</b>	EDD - Economic Development Administration
<b>OPENING DATE</b>	05/05/2025	<b>CLOSING DATE</b>	5/19/2025 5:00 PM Pacific
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	WEHOME

## JOB SUMMARY

### Why WeHo

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.

### How We Serve

The City of West Hollywood’s Economic Development Department includes the Arts Division and the Business Development Division. Through the Economic Development Department, the City works to support a creative economy that attracts and retains thriving businesses, to program a diverse portfolio of leading-edge arts and culture programs that engage and enrich the lives of residents and visitors all while maintaining access to free public transportation within West Hollywood.

### **What You'll Contribute**

The City of West Hollywood is seeking a dynamic and innovative **Administrative Specialist IV** to join our Economic Development Department. The Administrative Specialist IV serves as lead staff member and performs a variety of complex administrative functions in support of an executive level position or department director, including: managing the administrative and clerical aspects of various programs; assigning cases to staff and coordinating schedules; composing correspondence; developing various, complex reports by researching and gathering information/statistics; coordinating and attending meetings and taking minutes; maintaining personnel files and processing related paperwork; tracking budget expenditures and assisting in the preparation of the budget; processing various financial documents; issuing permits; ordering supplies; and preparing payroll/entering information.

### **The ideal candidate will have:**

- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and other relevant software.
- The ability to handle sensitive information with confidentiality.
- Knowledge of local government processes, community engagement, and event planning.

### **Important Dates/Tentative Schedule**

If a sufficient number of qualified applications are received:

- First round of virtual interviews will be held tentatively on Thursday, June 5, 2025.
- Round two, in-person finalist interviews will be held tentatively on Thursday, June 12, 2025.

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

**Reports to:** Director of Economic Development

## **EXAMPLES OF DUTIES**

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Carries out lead staff member responsibilities including: training in job skills, assigning and directing work, making recommendations in performance appraisal, and reporting problems to supervisor.
- Assists in planning, organizing and leading various functions; serves as a resource for information; handles complaints.
- Interprets, develops, communicates, updates and monitors office policies and procedures; recommends improvement when necessary; writes/revises same.
- Performs specialized research and statistical work on assigned projects for staff and management.
- Serves as liaison and/or secretary to various boards, hearings, task forces and/or commissions, including: organizing meeting sites; organizing and maintaining documents, records and related information; preparing agendas materials; sending notifications; setting up and attending meetings; preparing resolutions and related documents; monitoring audiovisual equipment; and taking notes and preparing minutes.
- Coordinates events and programs, including: developing budgets; organizing and maintaining materials and supplies; obtaining contracts and agreements with vendors, etc.; recruiting volunteers; confirming speakers; and creating and distributing informational materials, invitations, confirmations, etc., to various agencies and organizations.
- Creates and maintains City calendar, including: assembling and verifying information; obtaining signatures; coordinating printing; and creating mailing lists.

- Maintains files and archives of press/photo clips.
- Prepares and maintains various vendor and professional services contracts.
- Formats and types letters, memos, labels, agendas, notices, reports, requests for proposals, contacts or other correspondence on a computer or typewriter and proofs correspondence and related documents of staff.
- Opens, stamps, sorts, logs and distributes incoming mail; prepares and processes outgoing mail, mass mailings, etc.; determines appropriate routing for correspondence.
- Coordinates and schedules appointments, meetings, or reservations at the request of staff; prepares the location, photocopies materials and prepares agendas.
- Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; develops charts and graphs; prints various reports; relays and interprets administrative decisions, policies and instructions.
- Oversees projects, including: assuring compliance with applicable laws, regulations, ordinances, etc.; completing related clerical and administrative functions; overseeing financial functions; coordinating staff/volunteer services; tracking statistics; and generating and distributing reports.
- Generates purchase orders, to include: obtaining quotes and bids; preparing requisitions and invoices; analyzing invoices; requesting forms for vendors; coordinating orders; receiving and reconciling shipments with purchase orders; verifying signatures; preparing check requests; ordering and maintaining supplies; maintaining vendor files; performing and/or coordinating equipment maintenance and repairs; and copying, sorting and/or filing information.
- Maintains all personnel records, including: verifying employment; scheduling appointments/interviews; scheduling pre-employment drug screens, physicals, etc.; entering new employee information; serving as liaison with other departments; and assisting employees in completing various forms.
- Assists in the orientation of staff.
- Creates, prepares and distributes legal notices; maintains related logs.
- Coordinates and processes citations, permits, applications, etc., including: creating logs; calculating fees; reviewing documents; conducting related research; confirming information received; maintaining databases and filing systems; preparing notices and related documents; entering information into computer system database; and forwarding results, case information, etc., to appropriate parties and staff.
- Processes registration for programs, classes, etc., including: accepting payments; issuing receipts; processing refunds;
- Enters information into a computer terminal/database, including: updating and closing cases; researching and retrieving information; contacting related parties; and filing information.
- Coordinates travel arrangements; makes reservations; determines cost impact for budget purposes.
- Provides referral information to constituents.
- Organizes and maintains various filing systems.
- Designs and maintains web page information; programs telephone systems; assists in training staff on computer and telecommunications systems; serves as contact for identifying and resolving system problems.
- Composes confidential correspondence and maintains files associated with same.
- Tracks due dates for reports, correspondence, etc.
- Interviews, screens, greets visitors and directs them to the appropriate area or individual; may answer various inquiries personally; receives and processes payments; provides information on departmental services and functions.
- Maintains and processes payroll information, including: verifying information; maintaining leave information; tracking personnel actions; maintaining related records; compiling time sheet information; and separating and distributing checks.
- Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes orders and updates manuals, rosters, mailing lists, labels, etc.; processes routine and non-routine matters independently.
- Assists in the formulation of the budget, including: making recommendations; preparing forms; typing, calculating, and coordinating completion of budget; maintaining/tracking budget accounts/records throughout year; balancing and reconciling budget; preparing quarterly financial reports; preparing transfer memos; and attending budget meetings/hearings.
- Prepares resolutions, ordinances and/or legislation for presentation.
- Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.
- Reports administrative and/or operational problems to supervisor.
- Relieves officials of routine administrative details such as checking operating reports for accuracy and conformance to policies and standards, monitoring and communicating departmental policies and procedures, and updating

publications for final approval.

- Maintains calendar of conference rooms, special purpose facilities, and various meeting spaces.
- Uses the computer system to retrieve a variety of daily, monthly and yearly reports; maintains routine financial records.
- Transcribes audio tapes; types and edits documents.
- May deal with sensitive and confidential personnel matters at the direction of senior level staff and/or the department director.

#### IMPORTANT JOB FUNCTIONS:

- Tracks and records operations of hearings; composes correspondence related to same.
- Produces and distributes lists, brochures, etc., related to City services and programs;
- Photocopies reports, memos, and other various documents for requesting parties; develops various forms.
- Disseminates a variety of information to various agencies, divisions, or departments via telephone, mail or FAX.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS REQUIRED

#### Education and Experience:

- High school diploma or GED; Associate's degree in related field is preferred; and,
- Four to five years of progressively responsible related experience; (para legal experience – depending on assignment); or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

#### Licenses and Certifications:

- Notary Public (depending on assignment)

### KNOWLEDGE, SKILLS, AND ABILITIES

#### Knowledge of:

- External governmental bodies and agencies related to area of assignment.
- Human resources policies.
- Office administrative and secretarial practices and procedures, such as business letter.
- Complex technical and financial accounting and budgeting principles and practices.
- Legal terminology, processes and procedures.
- Record keeping, report preparation, filing methods and records management techniques.
- Administrative principles and practices, including goal setting and implementation.
- Principles, practices, and techniques of effective customer service and collaborative problem solving.
- Methods and techniques of research, statistical analysis and report presentation.

#### Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials and developing reports.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues.

- Typing from rough draft or printed text using a computer or typewriter.
- Taking and transcribing minutes.
- Using a computer and appropriate computer applications to perform the essential and important functions of the job.
- Communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner.
- Operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems.

#### Abilities:

- Ability to communicate in English both orally and in writing at the appropriate level.
- Ability to perform mathematical calculations at the appropriate level.
- Ability to learn and follow City and departmental policies and procedures.
- Ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.
- Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Ability to establish and maintain effective working relationships with others.
- Ability to draft and type correspondence.
- Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull and/or lift up to 10 pounds frequently and up to 25 pounds occasionally.

#### Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet. Depending on assignment, the employee is frequently exposed to persons who are upset and/or irate and volatile situations when performing the essential functions of the job.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

## Benefits

### Retirement

The City participates in the California Public Employees' Retirement Systems (CalPERS). The retirement formula will be based on appointment date and membership status with CalPERS, e.g. 2% @ 62 for New Members (average of three highest years) or 2.7% @ 55 for Classic Members (single highest year) with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency. New Member employees are responsible for paying the employee contribution of one-half of the total normal cost of the plan (currently at 7.25%), as defined by CalPERS, through a payroll deduction. Classic Members are responsible for paying the employee contribution of 8% through a payroll deduction. The City does not participate in Social Security.

- \$150.00 per month 457 deferred compensation contribution paid by the City (employer contribution). Employee can also make employee contributions toward the same plan. Annual limited is dictated by the IRS.
- \$100.00 per month Retiree Health Savings (RHS) account contribution paid by the City (employer contribution).

### Health Benefits

- The City covers the full health insurance premiums for medical, dental, and vision insurance for the employee and eligible dependents, including children under the age of 26 (effective the 1st of the month following hire date).

**Leaves**

- Vacation Leave:
  - 80 hours - less than one year of service;
  - 120 hours - 2nd through 5th years of service;
  - 140 hours - 6th through 9th years of service;
  - 160 hours - after 10 years of service.
- Sick Leave: 96 hours per year.
- Personal Leave: 36 hours per year (prorated by quarter).
- 11 City paid holidays.
- 5/40, 9/80 & 4/10 work schedule (depends on department/division's operational needs)

**Other Benefits**

- Telework availability ranging from 0%-50% for telework-eligible positions, subject to approval and based on ongoing operational needs of the City.
- Technology stipend (\$75.00 per month) for telework-eligible positions.
- LA County MTA E-Pass issued to all WEHOME employees.
- Life insurance equal to 1.5 times your annual salary, plus \$20,000, to a maximum of \$120,000 (effective the 1st of the month following hire date).
- Disability Insurance: 66 2/3% of salary to cap of \$3,077 per week, after a 29-day waiting period for short-term disability.
- Optional Benefits: AFLAC, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefit Plan (FSA) for medical reimbursement and dependent care assistance and cash out of accrued Vacation and Administrative Leaves (if applicable).
- Tuition reimbursement at 100% of the fee schedule for the University of California (UC Tuition Resident fee) for job-related courses pre-approved by the Department Director (up to \$14,436 for Fiscal Year 2024-2025) and Required Textbook reimbursement (up to \$2,500 for Fiscal Year 2024-2025).

**Employer**

City of West Hollywood

**Address**

8300 Santa Monica Boulevard

West Hollywood, California, 90069

**Phone**

(323) 848-6860

**Website**

<http://www.weho.org/jobs>

**Administrative Specialist IV, Economic Development Supplemental Questionnaire**

**\*QUESTION 1**

The following Supplemental Questionnaire is part of the examination for this position and will be used in determining your qualifications. In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. The experience you indicate in your responses to the supplemental questions must also be described, in detail, on the Work History/Experience section of your Employment Application. The hiring department will review each answer to evaluate your qualifications. Responses such as "See Resume" or "See Application" will result in your application not being considered. A lack of a complete and thorough response to each of the supplemental questions in the space provided may negatively impact your eligibility for this part of the examination process. Responses with more than **250 words** are ideal for essay questions.

**Verification:** Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process.

**Note:** Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City of West Hollywood.

By continuing in the recruitment process, you are certifying that all information provided in the Supplemental Questionnaire is true to the best of your knowledge. If you are selected to continue in the recruitment process, your qualifications may be evaluated through employment verification, reference checks, and written, skill assessment, and oral examinations.

Select "Yes" to reflect that you have read and understand this statement.

- Yes  
 No

**\*QUESTION 2**

**What is your highest level of education completed?**

- High School Diploma or GED  
 Some College Coursework  
 Associate Degree  
 Bachelors Degree  
 Masters Degree  
 Juris Doctor (JD)  
 Doctorate (PhD)  
 Not Applicable

**\*QUESTION 3**

**How many years of full-time professional paid administrative support experience do you have?**

- None  
 Less than 1 year  
 More than 1 year but less than 3  
 More than 3 years but less than 5 years  
 More than 5 years but less than 7 years  
 More than 7 years but less than 10 years  
 More than 10 years

**\*QUESTION 4**

**Briefly describe your experience with effectively completing administrative tasks, such as preparing check requests and purchase orders, preparing contracts, and tracking financial expenditures for projects. If none, please type N/A.**

**\*QUESTION 5**

**Briefly describe the experience you have working with businesses, including answering general questions and helping them navigate City or outside agency permitting and processes. If none, please type N/A.**

**\*QUESTION 6**

**Briefly describe your experience working in local government or other public agencies. Include your role(s), duration, and key administrative responsibilities. If you have no public sector experience, explain how your administrative skills would transfer to a government setting.**

\* Required Question