



Planning Manager

Current and Historic Preservation Planning

STORIES: The AIDS Monument rendering in West Hollywood Park



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, WeHo Pride Parade in 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, Grammys, Emmys, and other awards shows. West Hollywood is also home to a rich history with numerous designated historic resources including the Schindler House, Sunset Tower, and Sunset Strip icons like the Whisky-a-go-go, Rainbow Bar and Grill, and the Roxy.

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

THE ORGANIZATION

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 15 years the City has completed a number of large-scale capital improvements totaling over \$200 million, including the construction of a new library, aquatic 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 Community Development Department is comprised of three Divisions: Current and Historic Preservation Planning Division, Building and Safety Division, and Long Range Planning Division. Working with residents, businesses, developers, Commissions, and other stakeholders, the Community Development team provides various services to maintain the City's unique urban balance while responding to city- and region-wide needs.

The Current and Historic Preservation Planning Division is responsible for implementing plans, policies, and ordinances to carry out the vision of the City Council. Planners in the Division review and make recommendations on land use development applications in order to guide the future growth and development of the City. The Division also provides information to the public regarding planning issues, manages inter-jurisdictional review, promotes historic preservation, and oversees environmental review pursuant to the California Environmental Quality Act (CEQA). The Divisions staffs the Planning Commission and the Historic Preservation Commission. The Current and Historic Preservation Planning Division is vital for implementing the City's core values and providing innovative leadership in support of vibrant, livable, and sustainable West Hollywood.



THE POSITION

The **Planning Manager (Current and Historic Preservation Division)** reports to the Assistant Director of Community Development and oversees a division budget of approximately \$3 million. The Planning Manager (Current and Historic Preservation Planning) oversees and works along with an interdisciplinary team of 10 professionals, including three Senior Planners, one Urban Designer, four Associate Planners, and two Assistant Planners dedicated to providing professional services to West Hollywood's businesses, residents, and visitors. This role serves as one of two liaisons to the Planning Commission and oversees staffing of the Historic Preservation Commission.

Through leadership of the Division and working in the team, the Planning Manager (Current and Historic Preservation Planning) is responsible for implementing the community's vision and goals, as established in the West Hollywood General Plan, Climate Action Plan and Adaption Plan, and developing policy and plans that guide change in the City. The City has recently updated its Climate Action Plan and Adaption Plan and Housing Element. The City Council and the community are pro-housing and are working toward creating more housing with an emphasis on affordable units.

The City is seeking a strong Planning Manager with experience supervising staff and strategically managing a dynamic team through a diverse and fast paced work plan. The Planning Manager (Current and Historic Preservation Planning) has the responsibility for managing the Division budget, personnel, and report preparation, and must be able to make presentations, facilitate meetings, and monitor projects for accuracy, protocol, and on-time completion. The position is responsible for coordinating with other Departments and Divisions throughout the City, including Public Works and Engineering, Building and Safety, Long Range Planning, Housing and Rent Stabilization, Finance, etc.

The successful candidate for Planning Manager (Current and Historic Preservation Planning) will be an innovative and collaborative leader, capable of mentoring and developing staff, skilled at strategically managing the many projects and programs within the different divisions, and adaptable to the ever-evolving environment of the local government stage. The Planning Manager (Current and Historic Preservation Planning) will need to be an effective and articulate communicator, both verbally and in writing. They must be comfortable and confident in making presentation and communication with elected and appointed officials, City staff, and residents, and facilitating project meetings with consultants and community members. The successful candidate will also possess a strong technical planning background in areas such as: CEQA, Housing Law, plan implementation, and project management.

The position of Planning Manager (Current and Historic Preservation Planning) requires an individual who is effective at visioning, consensus-building, planning, and programming. The successful candidate is a team player, politically intuitive and sensitive, a problem-solver, attentive to timelines, and effective at training and educating personnel.

The ideal candidate will:

- Possess strong ethics, and is open, honest, and responsive.
- Be attuned to the nuances of factors that affect process and decisions.
- Motivate and mentor Division staff.
- Thrive in a team-oriented and collaborative environment.
- Serve as a subject matter expert.
- Embrace working with the community on issues.
- Be organized and mission/goal focused to maintain schedule and complete projects on time.
- Recognize the City's past and present identity to shape future policies and plans.
- Lead presentations to residents, boards, commissions, businesses, and other groups; represent at meetings.



QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited 4-year college or university in a related field; and five (5) to seven (7) years of progressively responsible experience; or any combination of education, training and experience which provides the knowledge, skills and abilities to perform the duties of the positions. American Institute of Certified Planner Certification is desirable.

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 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

RECRUITMENT PROCESS

HOW TO APPLY

APPLICATION DEADLINE IS:
Wednesday, March 12, 2025, at 5:00 PM Pacific Time

Applicants must submit an online job application and respond to the supplemental questions to the Human Resources Division by the filing deadline. Late applications 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 the Human Resources Division at HR@weho.org. 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 Ashley Reveles at (323) 848-6589 or areveles@weho.org.

SECURE THE DATES

If a sufficient number of qualified applications are received:

- First round, **Virtual interviews** will be held on **Thursday, March 27, 2025**.
- Round two, In-person Finalist interviews will be held tentatively on **Wednesday, April 2, 2025**.

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

