

# Director of Human Services & Rent Stabilization



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 West Hollywood Halloween Carnival. Throughout the year the City's businesses also host hundreds of private events typically focused on the entertainment industry events related to the Oscars, Grammys, Emmys, and other awards shows.

For more information about the City of West Hollywood, please visit [www.weho.org](http://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 266 full-time equivalent positions, a fiscal year 2025-26 operating budget of \$202 million, and a \$12.4 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 Department of Human Services & Rent Stabilization is comprised of two Divisions: Human Services Division and the Rent Stabilization Division. The Department's mission is to provide services and programs supporting a healthy and resilient community and a high quality of residential life.



## THE POSITION

The **Human Services & Rent Stabilization Director** is a key executive role within the City, responsible for the comprehensive planning, organization, and direction of the Human Services & Rent Stabilization Department. This position operates under the administrative direction of the City Manager and is a vital member of the City's executive management team. The Director oversees a team of approximately 27 personnel, ensuring that all activities align with the city's strategic goals and objectives. The role involves addressing the social services and housing needs of the community, with a focus on the most vulnerable; providing access to affordable, safe, well-maintained housing; empowering residents to improve their wellness and community connections; and enforcing the City's Rent Stabilization Ordinance. Additionally, the Director is tasked with overseeing and evaluating the impact of City initiatives addressing homelessness, poverty reduction, housing affordability, and HIV Zero. The Director of Human Services & Rent Stabilization is expected to engage with various stakeholders, including the City Council, Rent Stabilization & Human Services Commissions, various city Boards, and civic groups, to present reports, recommendations, and to coordinate departmental activities with other city departments.

The Director will also be responsible for personnel management, onboarding and training new staff. A focus on innovation, equity, and problem-solving, combined with the ability to de-escalate conflict and build consensus, will be vital to success. The City is seeking a leader who brings fresh ideas and a solutions-oriented mindset, with the flexibility to adapt to evolving community needs and operational challenges.

The ideal candidate will:

- Be a thoughtful, diplomatic and dynamic leader and advocate with experience working in an engaged and active environment and community.
- Be a seasoned leader who can effectively manage and mentor a team.
- Be a solid decision-maker and adapt to building and maintaining strong and effective working relationships with management, employees, and the community.
- Be an effective and credible written and verbal communicator with well-developed political acumen.
- Demonstrate a strong commitment to ethical conduct, transparency, and accountability.
- Have strong problem-solving and critical thinking skills to identify solutions to complex organizational and budget challenges while continuing to meet project deadlines and policy goals.
- Have a genuine dedication to public service and a passion for contributing to the community's well-being.



## QUALIFICATIONS

Applicants must have a minimum of 5 years of demonstrated leadership experience, including supervisory and management responsibilities, in a comparable organizational environment, a Bachelor's degree from an accredited 4 year college or university in public administration, , public policy, social work, or related field, or a combination of education, training and experience that provides the knowledge, skills and abilities to perform the duties of the position. A Master's degree is desired but not required. A valid California Driver's License will also be required upon employment.



## COMPENSATION AND BENEFITS

The salary for this position is within an established annual range of **\$207,184 up to \$287,754**, 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 City Manager and based on the 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**

## THE RECRUITMENT PROCESS

### HOW TO APPLY

**APPLICATION DEADLINE IS:**  
**MONDAY, AUGUST 18, 2025 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](http://www.weho.org/jobs) and check [Promotional/In-House Job Opportunities](#).

### SECURE THE DATES

- **In-person interviews are tentatively scheduled for August 20th.**

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](mailto:cleung@weho.org).



City of West Hollywood  
California 1984