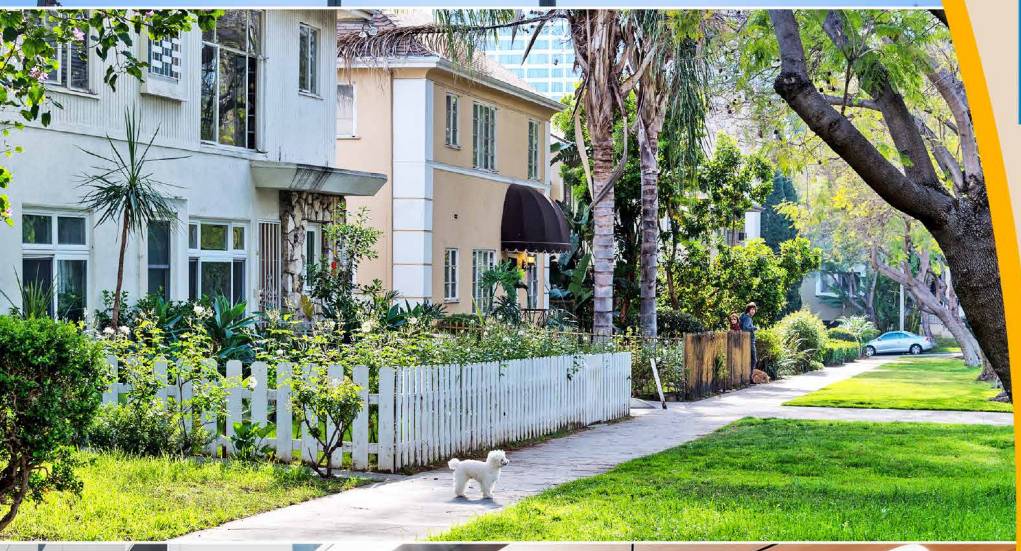

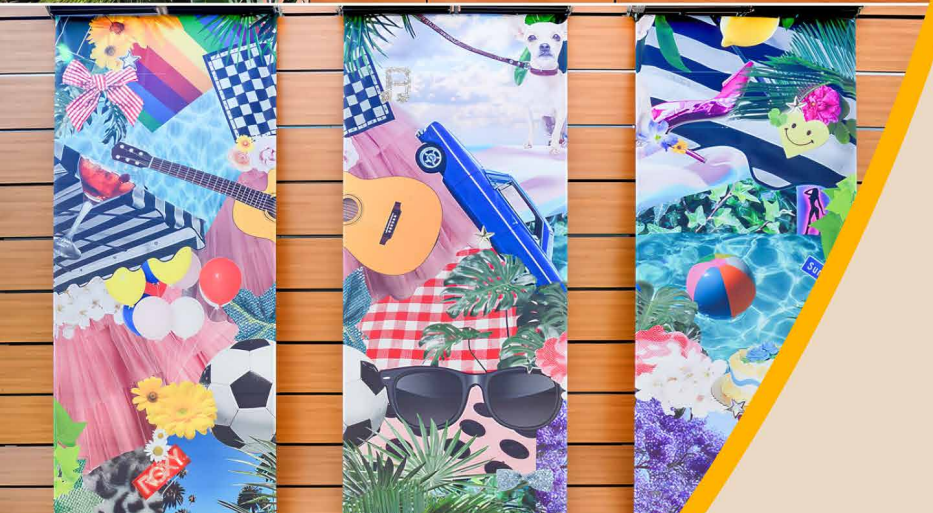

City of West Hollywood
California 1984

RENT STABILIZATION MANAGER

Bob Murray & Associates
Experts in Executive Search

THE COMMUNITY

The City of West Hollywood is like no other City in the world. In 1984, the idea for the City of West Hollywood was proposed by an unlikely coalition of LGBT activists, seniors, and renters. These groups came together to advocate for cityhood and incorporated as an independent city. The inaugural West Hollywood City Council made history as the nation's first governing body to have a majority of openly gay members.

Spanning just 1.9 square miles in the heart of metropolitan Los Angeles, West Hollywood is known for its spirit of community activism and civic pride. Home to approximately 35,000 residents, the City also draws visitors from around the world to its iconic attractions, including the legendary Sunset Strip; Santa Monica Boulevard, Route 66, and the Rainbow District; and the Design District.

THE DEPARTMENT

The Department of Human Services and Rent Stabilization provides planning, direction, coordination, and implementation of the programs and projects of the Rent Stabilization Division and the Human Services Division. Staff support vulnerable community members through programs, policies, and coordinated strategies. The Rent Stabilization Division administers rent stabilization and tenant protections through the Rent Stabilization Ordinance (RSO) and Rent Regulations. The Division provides resources for tenants and landlords in the community such as protections and policy, property registration, rental assistance programs, and legal support.

The community's priorities are reflected in the City's core values, which include: 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. The City recently adopted a new strategic plan, WeHo40, and is also guided by a commitment to community safety and well-being.

THE POSITION

The Rent Stabilization Manager leads the City's efforts to preserve the affordability, availability, and inclusiveness of housing in West Hollywood. The Manager supervises thirteen full-time staff members to deliver the regulatory functions that ensure fair and equitable treatment of tenants and landlords within the City's housing market. The Division operates a public counter, telephone line, provides mediation services and rent adjustment hearings, and hosts the City's inclusionary housing waitlist. This position manages initiatives to strengthen rent stabilization and affordability programs and processes. The Manager is responsible for staffing the Rent Stabilization Commission, which meets twice monthly on Thursday evenings, and working closely with the Commission and the City's legal counsel to safeguard the housing rights of community members while mitigating legal liabilities. Additionally, the Manager collaborates with the City Manager, Executive team, City Council, staff, and the broader community to develop and update housing policy, requiring familiarity with tenant regulatory requirements and policies.

As a representative of the City, the Manager also serves as a member of various committees/teams and collaborates, persuades, and presents reports to and negotiates with others to coordinate efforts and maintain

cooperative and efficient relations. The Manager adeptly and tactfully communicates, actively listens, and diplomatically resolves conflicts, all while exemplifying strong leadership skills that instill trust and foster collaboration. Other duties include but are not limited to:

- Engage in special projects to improve quality of life for community members.
- Plan long-range and short-term goals, objectives, operational systems, team organizational structure, and overall direction for the division.
- Develop and administer the division's annual budget.
- Develop and manage public relations, community outreach, and public information programs and materials in consultation with the City's Communications Department.
- Hire, train, and support staff in their career development.
- Prepare and deliver professional reports and presentations to various advisory boards, commissions, community groups, and City Council.
- Foster positive relationships with tenant advocacy groups, property owners, and other stakeholders through proactive communication, events, and educational programs that promote awareness and participation in rent stabilization efforts.
- Ensure compliance with regulatory standards is maintained and enforced.

THE IDEAL CANDIDATE

The City of West Hollywood is seeking a thoughtful and approachable leader with strong communication and relationship-building abilities to serve as Rent Stabilization Manager. The ideal candidate brings extensive experience in municipal administration, with tenant protection and housing policy as key areas of focus. Knowledge of applicable state, federal, and local ordinances, codes, laws, rules, and regulations and legislative issues is essential for this position. A thorough understanding of enforcing anti-harassment ordinances is crucial for creating a secure and respectful environment for renters, as well as a fair and equitable process for landlords. Candidates must possess strong communication and interpersonal skills, with the demonstrated ability to build and maintain positive relationships and provide outstanding customer service. The ability to interact with diverse groups of people and establish and maintain effective working relationships with others is crucial for this role. Candidates must have experience selecting and managing staff and providing for their training and professional development. Experience with budget development and administration is required.

Qualified candidates possess a bachelor's degree from an accredited four-year college or university in a related field and at least 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. A master's degree or Juris Doctor is highly desired.

COMPENSATION

The annual salary range for the Rent Stabilization Manager is $183,669 - $241,733. Placement within this range is dependent upon experience and qualifications. The City also provides an excellent array of benefits that include:

Retirement – California Public Employees' Retirement Systems (CalPERS).

Retirement formula based on appointment date and membership status with CalPERS, e.g. 2.7% @ 55 for classic members or 2% @ 62 for new / PEPRA members (effective immediately on your first day of employment)

Health Benefits – City-paid coverage for health, dental, and vision including qualifying dependents, and spouse or domestic partner (effective the 1st of month following the hire date).

Vacation Leave – 116 hours the first year, 156 hours years two through five, 176 hours years six through nine, and increasing to 196 hours after 10 years of service.

Sick Leave – 96 hours per year.

Holidays – 11 City-paid holidays.

Personal Leave/Floating holiday – 36 hours per year.

Administrative Leave – 12 hours per month.

Other Benefits – 9/80 Alternate Work Schedule, Life Insurance, Disability Insurance, Technology Stipend, Tuition Reimbursement.

Optional Benefits – AFLAC, Supplemental Life Insurance, Pre-Paid Legal Services, Flexible Benefits Account (FSA) for medical reimbursement and dependent care assistance, and cash out of accrued Vacation and Administrative Leaves.

This position is eligible to work remotely for up to 50% of its time, subject to approval and based on the ongoing operational needs of the City.

TO APPLY

If you are interested in this opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:
October 12, 2025

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of West Hollywood, tentatively scheduled the week of November 17th. Candidates will be advised of the status of the recruitment following selection of the Rent Stabilization Manager.

If you have any questions, please do not hesitate to call Ms. Stacey Stevenson at:

(916) 784-9080

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