



City of West Hollywood Public Safety Coordinator

SALARY	\$59.99 - \$76.65 Hourly \$4,799.03 - \$6,131.86 Biweekly \$10,397.89 - \$13,285.69 Monthly \$124,774.68 - \$159,428.28 Annually	LOCATION	West Hollywood City Hall - 8300 Santa Monica Blvd, West Hollywood, CA
JOB TYPE	Full-time Regular Status	JOB NUMBER	26-50211-02
DEPARTMENT	Community Safety	DIVISION	CSD - Public Safety
OPENING DATE	09/18/2026	CLOSING DATE	10/12/2026 11:59 PM Pacific
FLSA	Exempt	BARGAINING UNIT	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 coalition of people including LGBTQ (lesbian, gay, bisexual, transgender, and queer activists), older adults, 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, arts, and cultural center instilled with idealism, creativity, and innovation, and is home to iconic places such as the Rainbow District, the Sunset Strip, and the Design District. 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 – and is proactive in responding to the needs of its diverse community.

How We Serve

The Community Safety Department fosters a community policing approach and works with a variety of organizations, agencies, and partners to provide targeted community programs to reduce crime and increase neighborhood livability; to facilitate emergency management and disaster preparedness; and to coordinate law enforcement, fire, and emergency medical services personnel for all major special events utilizing a unified command approach. Community Safety programs and services are provided through the Public Safety Division and Neighborhood and Business Safety Division in collaboration with the West Hollywood Station of the Los Angeles County Sheriff's Department, the Los Angeles

County Fire Department, and the Security Ambassadors program. The Community Safety Department serves as the direct liaison to the City's Public Safety Commission and Business License Commission.

What You'll Contribute

The City of West Hollywood is seeking a diligent, flexible, and community-focused Public Safety Coordinator for its Public Safety Division. This position is responsible for performing advanced professional and administrative tasks related to organizing and overseeing municipal emergency operations and disaster response services, which include training personnel and the community in emergency preparedness and service protocols, reviewing and revising policies and plans, acting as a liaison with external agencies to facilitate coordinated emergency action, and managing as well as instructing disaster relief volunteers.

The Ideal Candidate will:

- Manage multiple projects, plans, and deadlines at once, with strong follow-through.
- Be skilled in administrative functions, including budget monitoring, grant administration, financial reporting, and contract management.
- Communicate clearly in writing and in person with staff, leadership, partner agencies, and the public.
- Work well across departments and with outside partners toward shared goals.
- Be organized, detail-oriented, and adaptable when priorities shift.

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.

For full position details, please click the job description: [Public Safety Coordinator](#)

Reports To: Public Safety Manager

MINIMUM QUALIFICATIONS REQUIRED**Education and Experience:**

- Bachelor's degree from an accredited four-year college or university in Public Administration, Emergency Management, Criminal Justice or a related field; and
- Four to five 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.

Licenses and Certifications:

- Valid California Driver's License
- SEMS/NIMS (Specialized Emergency Management System/National Incident Management System) training and/or related certifications (must obtain within six months of hire).
- Completion of FEMA Emergency Management Institute courses IS-100, IS-200, IS-700 and IS-800 (must obtain within six months of hire).
- Possession of an Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM) certification (desirable).

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.

Other Benefits

- 5/40, 9/80 & 4/10 work schedule (depends on department/division's operational needs)
- 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.
- 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 \$15,588 for Fiscal Year 2026-2027) and Required Textbook reimbursement (up to \$2,500 for Fiscal Year 2026-2027).

Employer

City of West Hollywood

Address

8300 Santa Monica Boulevard

West Hollywood, California, 90069

Phone

(323) 848-6860

Website

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

Public Safety Coordinator 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
☐ Bachelor's Degree
☐ Master's Degree
☐ Juris Doctor (JD)
☐ Doctorate (PhD)
☐ Not Applicable

QUESTION 3

Do you possess a Specialized Emergency Management Systems certification and/or National Incident Management System Certification?

- ☐ Yes
☐ No

*QUESTION 4

How many years of experience do you have planning, coordinating, or supporting emergency management, disaster preparedness, or emergency operations programs?

- ☐ No Experience
- ☐ Less than 2 years
- ☐ More than but less than years
- ☐ More than but less than 6 years
- ☐ More than years

***QUESTION 5**

How many years of experience do you have coordinating multiple projects, plans, or programs simultaneously in a professional or administrative setting?

- ☐ No Experience
- ☐ Less than 2 years
- ☐ More than 2 but less than 4 years
- ☐ More than 4 but less than 6 years
- ☐ More than 6 years

***QUESTION 6**

Please describe your experience working in emergency management, with Police and Fire, and/or related fields. Please be as specific as possible when describing situations, tasks, stakeholders, and outcomes. If none, type N/A.

***QUESTION 7**

The nature of this position requires that the incumbent be available to work early mornings or late evenings, nights, weekends, or long hours, as needed. Please describe any experience you have had in a position that works these types of hours. If none, type N/A.

* Required Question