

City of West Hollywood • California

invites your interest in the position of

Director of Finance



Mission Statement

As a premier city, we are proactive in responding to the unique needs of our diverse community, creative in finding solutions to managing our urban environment, and dedicated to preserving and enhancing its well being. We strive for quality in all our actions, setting the highest goals and standards.



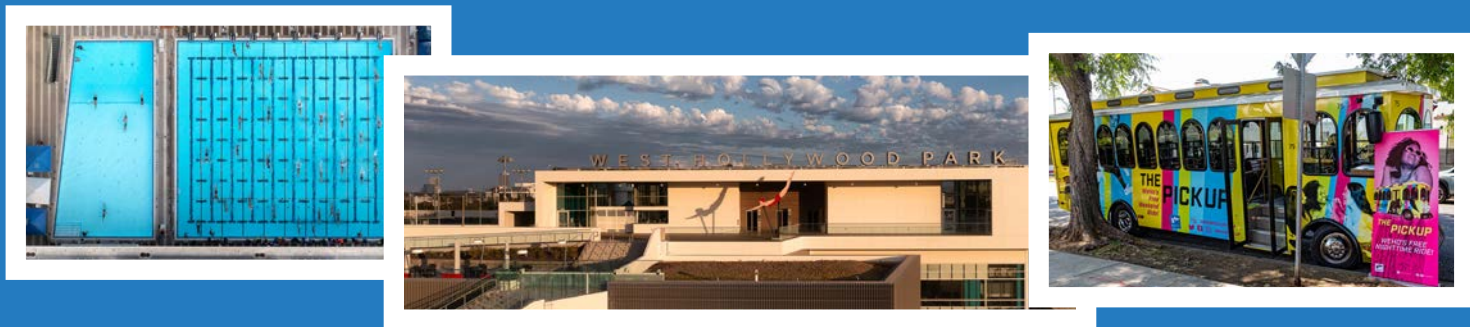
Director of Finance

The Community's Culture and Focus

The City of West Hollywood, with 36,500 residents, is like no other city in the world. Located in the heart of metropolitan Los Angeles, the City of West Hollywood is only 1.9 square miles in size. Incorporated in 1984 through a unique collaboration of people, including lesbian, gay, bisexual, and transgender activists, seniors, and advocates for affordable housing, the City has a distinct identity. West Hollywood is an international tourism destination and a robust economic and cultural center with a diverse population.

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 are 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 WeHo Pride Parade in early 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, Grammy's, Emmy's, and other awards shows.

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



The City of West Hollywood has a strong progressive voice and is a leader among local communities. Additionally, the City prides itself on its strong core values that include:

- *Respect and Support for People;*
- *Responsiveness to the Public; Idealism, Creativity, and Innovation;*
- *Quality of Residential Life;*
- *Promotion of Economic Development; Public Safety;*
- *Responsibility for the Environment as well as being proactive in responding to the needs of its diverse community.*

Governing Structure and Overview

The City of West Hollywood operates under the Council-Manager form of government. The five City Councilmembers serve for a term of four (4) years and are elected at large. The City Councilmembers select one of their members to serve as Mayor, and this office rotates among the members of the Council on their yearly reorganization, which occurs in January.

Under the policies established by the elected City Councilmembers, the City is deliberate in its municipal goals and projects. As a premier city, West Hollywood is proactive in responding to the unique needs of its diverse community, creative in finding solutions to manage the urban environment, and dedicated to preserving and enhancing its well-being. The Strategic Plan gives an excellent overview (view [here](#)).

The City Council unanimously selected Ms. Jackie Rocco, as City Manager in December 2025. Ms. Rocco formerly held the position of Assistant City Manager since July 2024 and has been an employee of the City since March 2008 holding a variety of positions including Deputy City Manager, Director of Public Works, Business Development Manager, and Parking Operations Manager. Legal services are provided through a contract with Best, Best and Krieger.

The City of West Hollywood has three labor unions:

Association of Confidential Employees (ACE)

- *Number of employees represented: 15*
- *Term of MOU Agreement: July 1, 2022 to June 30, 2027*

West Hollywood Municipal Employees AFSCME Local 3339 (WEHOME)

- *Number of employees represented: 220*
- *Term of MOU Agreement: July 1, 2022 to June 30, 2027*

West Hollywood Management Association (WHMA)

- *Number of employees represented: 23*
- *Term of MOU Agreement: July 1, 2023 to June 30, 2026*



The City Organization

The City Manager serves as the chief administrative officer of the municipal organization and is responsible for all operations, including hiring and dismissing city staff. On a citywide basis, there are 272 full-time equivalent positions, with an additional 100 part-time seasonal staff members.

The City maintains healthy reserves which currently total over \$100 million. The City anticipates General Fund Revenue of \$167.2 million and expenditures of a similar nature for Fiscal Year 2026. General Fund Balance is expected to be approximately \$202 million. Unique to the City of West Hollywood is its focus on social services, which are budgeted with an annual expenditure of \$8 million with often escalating demands. Additionally, over the last 10 years the City has completed a number of large-scale capital improvements totaling over \$200 million, including the construction of a new library, aquatics and recreation center, parking facilities, and the renovation of West Hollywood Park. For further reference, the detailed City Budget is available [here](#).

The City operates with ten (10) Departments, under the direction of the City Manager. Current departmental structure for the City of West Hollywood includes:

- Administrative Services
- City Manager
- Communications
- Community Development
- Community Safety
- Community Services
- Economic Development
- Finance and Technology Services
- Human Services & Rent Stabilization
- Public Works

Department of Finance and Technology Services

The Department of Finance and Technology Services ensures the integrity, transparency, and stability of the City's public services through sound fiscal management, financial analysis and reporting, and the integration of innovative technologies. Its responsibilities include accounting, payroll, investments, procurement, revenue management, as well as information technology. The City has been recognized by organizations such as Fitch and Moody's, which have continually affirmed the City's excellent bond ratings, and the City maintains an implied general obligation bond rating of 'AAA', which has been reaffirmed by S&P. For more than 25 consecutive years, the City has been awarded a Certificate of Achievement for Excellence in Financial Reporting and an Award of Financial Reporting Achievement by the Government Finance Officers Association (GFOA) for its Annual Financial Report, which is a set of detailed financial statements accompanied by a thorough presentation of the City's financial condition.

Overview of Position

The Director of Finance is a vital member of the City's executive leadership team and is responsible for providing strategic direction and oversight for all financial operations. This individual oversees Finance Administration, Accounting, Revenue Management, and Information Technology to accomplish the City's priorities with a total of 27 full-time administrative and professional positions. This includes managing key areas such as budgeting, accounting and payroll, treasury, revenue collection, purchasing, financial planning, and the administration of automated financial and technology management systems. The Director plays a central role in developing and implementing fiscal policies that support the City's long-term financial sustainability, ensuring compliance with budgetary and regulatory requirements, and maintaining alignment with City Council policies and administrative guidelines set by the City Manager.

To view the City's Organization Chart, click [here](#). To view the Department's Organization Chart, click [here](#).

This position calls for a forward-thinking and results-driven leader with demonstrated expertise in public sector financial management and public administration. Expertise in areas such as grant accounting, bond financing, and the integration of financial technology systems is essential. The Director must have a strong understanding of public sector regulations, funding mechanisms, and compliance requirements. The incumbent must be capable of exercising independent judgment in establishing efficient and effective financial processes, while also providing sound policy guidance and fiscal recommendations to City decision-makers.

In addition to technical proficiency and operating at a strategic level in municipal organization, the ideal candidate will possess exceptional leadership, team management, and interpersonal skills. Personal attributes should also demonstrate a commitment to employee development, ethical financial practices, and continuous improvement. A collaborative and inclusive leadership style is key, someone who can foster a culture of transparency, accountability, and service excellence across the Department and throughout the organization. The ability to communicate complex financial concepts clearly to both technical and non-technical audiences, including elected officials, community stakeholders, and City staff, is crucial. Public presentation skills are critically important in this role, and the Director will also represent the City in public forums and with partner organizations.

The Director will also be responsible for personnel management and annual goal setting. A focus on innovation, equity, and problem-solving, combined with the ability to diffuse 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. A key responsibility for this role is guiding the Finance Department's participation in the City's General Plan update, a major multi-departmental effort that will shape the future of the City and its community. The Director will ensure that financial strategies and resources are aligned to support the City's long-term goals and vision.

Overview of Position *continued*

The successful candidate will:

- Be a thoughtful, diplomatic, and dynamic leader and advocate with experience working in an engaged and active environment and community.
- Be an effective and credible written and verbal communicator with well-developed political acumen.
- Be a seasoned leader who can effectively manage and mentor a team.
- Have experience leading financial system implementations and process improvements to enhance accuracy, efficiency, and transparency.
- Demonstrate a strong commitment to ethical conduct, transparency, and accountability.
- Have genuine dedication to public service and a passion for contributing to the community's financial well-being.
- 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.

Qualifications for Consideration

Education: Bachelor's degree from an accredited four-year college or university in Accounting, Finance, Business Administration, Public Administration or related field. A Master's degree in Accounting, Finance, or Business Administration is highly desirable.

Experience: Five (5) to Seven (7) years of progressively responsible experience in governmental accounting work is required, including at least three (3) years in a managerial capacity in municipal finance. Specific and broad-based financial management and budgeting experience working directly in a **municipal organization is required** for further consideration.

Professional License/Certification: A Certified Public Accountant (CPA) Designation is desired although not essential. Other finance-related designations, such as a Certified Public Finance Officer (CPFO) will also be valued in this position.

Other experience and personal attributes desired include:

- Strong writing and communication skills, including having a welcoming style; comfortable with public presentation skills and community engagement.
- Forward-thinking with keen financial knowledge and understanding of current and future issues that impact municipal organizations.
- An appreciation and eagerness to implement technology solutions and enhancements in financial applications as well as contributing on a citywide basis to operational efficiencies through improved technology systems.
- Knowledge and experience in California is beneficial, although all highly qualified applicants will be considered.

Compensation and Benefits.

An at-will employment contract will be offered for this executive level position. The City will offer a competitive salary with excellent benefits. The current salary range is \$217,983 to 302,756 and may include a moving and relocation allowance.

Other benefits, in alignment with the City's policies, are detailed below.

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.

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. This retirement savings plan allows employees to save funds on a tax-free basis for retirement.

City contribution of \$100.00 per month for Retiree Health Savings (RHS).

Health Benefits: A flexible benefit allowance for health, dental, and vision insurance with an added allowance for eligible dependents, including children (under the age of 26), spouse, or domestic partner (effective the 1st of the month following hire date).

Leave Time:

Vacation Leave:

- 116 hours - Less than 1 year of service;
- 156 hours - 2nd - 5th year of service;
- 176 hours - 6th - 9th year of service;
- 196 hours - 10th year of service and beyond.

Sick Leave: 96 hours per year

Holidays: 11 City-paid holidays

Personal Leave/Floating holiday: 36 hours per fiscal year

Administrative Leave: 12 hours per month.

Other Benefits

9/80 Work Schedule available: 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.

- Life insurance equal to 2 times your annual salary plus \$20,000. The total maximum coverage will not exceed \$500,000.
- Disability Insurance: 66 2/3% of salary to a cap of \$3,846 per week after a 29-day elimination period (for short-term disability).
- Technology Allowance: The city pays an allowance of \$100 per month for the use of personal technology devices for technology purposes. These allowances provide complete reimbursement to the employee for the use of their private cell phone or other electronic devices for City business. A city-issued laptop will be provided.
- Business Expense Allowance: \$250 per month
- Tuition reimbursement for job-related courses pre-approved by the City Manager.
- 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.

Application and Selection Process

The application process will have a **closing date of Monday, May 11, 2026**.

Interested parties are asked to complete the following information for consideration:

- Compelling Cover Letter
- Comprehensive Resume (with employment dates)

Submit completed material and send to [**apply@ralphandersen.com**](mailto:apply@ralphandersen.com). Candidates with specific questions or interested in discussing this opportunity further may request an appointment with Ms. Heather Renschler, Project Director, by emailing [**scheduling@ralphandersen.com**](mailto:scheduling@ralphandersen.com).

Candidates should be aware of the anticipated timeline for this recruitment is as follows:

- Preliminary video screening interviews with the Search Firm – Ongoing Throughout
- Resume review with the City Manager/select top tier applicants – Late May
- Panel interviews–round #1 (video) – Week of June 1 and/or June 8
- City Manager interviews–round #2 (in-person) – Mid-June
- Background / verifications on selected candidate (Mid-to-Late June)
- Offer extended – Mid-to-Late June 2026
- Start date of the new Director of Finance – July / August 2026 or Mutual Agreed Upon Date

Importantly, the City Manager and Interim Director (a retired annuitant; not an applicant for this position) will work closely with the selected candidate to ensure an effective transition.

***The City of West Hollywood is an Equal Opportunity Employer
and values diversity at all levels of its workforce.***

[**weho.org**](http://weho.org)