



## **Westwood Village Improvement Association (WVIA) Operations and Placemaking Manager – Position Description**

Specific job duties and responsibilities include, but are not limited to, the following:

### **1. Operations**

- Provide daily oversight of WVIA operations and management activities, including: public safety, general maintenance, pressure washing, tree maintenance, tree lighting, landscaping, infrastructure work, social service, and holiday décor.
- Liaison with local law enforcement (LAPD and UCPD)
- Liaison with relevant City departments (LADOT, Public Works, etc.)
- Liaison with relevant County departments (Health, Mental Health, etc.)
- Provide project management for operations tasks in the district
- Conduct regular walk-throughs to ensure program compliance
- Manage incoming requests for service, information, and assistance
- Liaison with District stakeholders to ensure quality control
- Offer proactive and creative solutions to District issues

### **2. Placemaking, Community and Government Relations**

- Develop and implement strategies to enhance the Westwood Village District as a destination
- Advise stakeholders regarding Westwood Village Specific Plan ordinances
- Recommend amendments to relevant City ordinances as needed
- Liaison with City Council and various departments and agencies (Planning, Metro, Building and Safety, etc.)
- Identify and secure grants and/or other revenues and sponsorships to advance the district
- Advocate on behalf of the WVIA with community partners
- Attend community meetings as necessary

### **3. Administration**

- Generate a regular report of internal activities
- Assist in organizing all meetings, including Board and Committee meetings, merchant meetings, etc.
- Perform general office tasks including clerical functions, answering the telephone, checking voicemail, and other as-needed administrative tasks

**Qualifications:** Undergraduate degree required. Four (4) or more years in a supervisory position preferred. Experience in coordination and oversight of BID/City/Public programs preferred. Proven ability to work with the private and public sectors.

Demonstrated experience in project management, administration and planning. Ability to work, and communicate verbally and in writing, with other managers, staff and representatives of related organizations and agencies in a collaborative manner. Position reports to Executive Director. Health benefits, parking/transportation allowance, cell phone reimbursement, bonus, and matching retirement contribution included. Salary commensurate with experience.

**To apply** please contact Andrew Thomas at [andrew@thewestwoodvillage.com](mailto:andrew@thewestwoodvillage.com)

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