

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS



Assistant Park Services Attendant I (APSA I) –Rental Hall Facilities

Salary: \$15.36 per Hour

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

APSA I positions are part-time, at-will employees of the City of Los Angeles, Department of Recreation and Parks, who work at any of the Rental Hall Facilities doing event reservations, event monitoring and event set up and clean up. Rental Hall Office Hours are 9:00am - 3:00 p.m. or 12:00 p.m. - 4:00 p.m. Tuesday-Sunday, monitor and maintenance hours vary. All positions require availability of nights weekends and holidays.

Available hours:

- 10 to 20 hours per week based on facility needs and the employee's availability. Hours will vary.
- No set schedules can be provided

Description of Duties:

- Providing customer service to guests over the phone and in person.
- Providing tours of facilities to guests and book reservations for events.
- Monitoring events to safeguard guests, facility and grounds.
- Setting up and cleaning facility for events
- May be required to work outside in all weather conditions and stand for long periods of time.

Qualifications:

- Must be outgoing possess outstanding oral communications skills, and ability to multi-task
- Excellent customer services skills, initiative and tact, and a desire to work with the public.
- Responsible and dependable.
- Computer knowledge and payment processing experience preferred.
- Must be available mornings, nights, weekends, and holidays as needed.
- Must be available to work at any of the rental halls at various locations as needed.

To Apply: Submit a City application to: James Bautista, Rental Hall Supervisor
Fax: (213)485-8761
Email: James.Bautista@lacity.org

City application can be obtained at the following link: <http://per.lacity.org/application.pdf>
(Resumes will not be accepted in lieu of the City application)

Deadline date to apply: Open until sufficient applications are received.

An Equal Employment Opportunity Employer

As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.