

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS



ASSISTANT PARK SERVICES ATTENDANT I (APSA I)
OFFICE/MONITOR – RENTAL HALL FACILITIES

Salary: \$16.69 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 and event monitoring. Rental Hall Office Hours are 9:00 am - 4:00 pm or 12:00 pm - 4:00 pm Tuesday-Sunday. 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, by email, and in person
- Providing tours of facilities to guests and book reservations for events
- Monitoring events to ensure safety of all guests and protect facility
- Coordinate with security and bar service
- Writing reports and going over permit forms with responsible person(s)
- Acting as liaison of facilities to guests
- Utilizing the computer to create quotes, respond to emails and taking payments
- May be required to work outside in all weather conditions and stand/seating for long periods of time

Qualifications

- Must be outgoing, possess outstanding oral communications skills, and the 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 willing to report at any of the rental halls located throughout the LA area

To Apply

1. Complete a City application: <http://per.lacity.org/application.pdf>
2. Submit the City application and your resume to Noe.Gonzalez@lacity.org; resumes will not be accepted without a 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.