

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

Park Activity Monitor –Film Office

Salary: \$19.10 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.)

Candidates for Park Activity Monitor in the Film Office will be friendly, courteous and able to handle difficult situations. Monitors will be diplomatic, flexible and effective problem solvers working with minimal direction throughout the 400+ parks in the City. Monitors will be good communicators, make detailed notes and observations and be facilitators for the public, parks and production.

Park Activity Monitors are At-will employees required to drive to various locations and work outdoors. Park Activity Monitors are on call employees working various shifts.

Description of Duties:

- Monitor production companies to ensure they adhere to their permitted guidelines.
- Represent the Department of Recreation and Parks, provide information and directions to the public.
- Ensure park property is protected and production adheres to permits and restrictions.
- Handle questions or community concerns onsite.
- May be required to work outside in all weather conditions and stand for long periods of time.
- Handle problems immediately; communicate to supervisors or on-site personnel including: Recreation, Maintenance, Fire Safety Officers or Police Officers.
- Ensure Production returns park property to its original state or better.
- Write reports or Incident reports when necessary.
- Train new employees as needed

Qualifications:

- Be at least 18 years of age
- Energetic and able to walk/stand for long periods of time
- Excellent customer services skills, diplomacy, tact, and a desire to work with the public.
- Responsible and dependable.
- Must be available mornings, nights, weekends, and holidays as needed.
- Must be available to work at any of the various locations as needed.

To Apply: Submit a City application to: Walter Sanchez, Administrative Clerk
walter.sanchez@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.