

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**



Griffith Observatory

2800 East Observatory Road, Los Angeles, CA 90027

Assistant Park Services Attendant I (APSA I) – Building Operations

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.)

Observatory APSA I positions are part-time, at-will employees of the City of Los Angeles, Department of Recreation and Parks, who work at Griffith Observatory. The Observatory is open to the public 12:00 noon – 10:00 p.m. on weekdays (Tuesday-Friday) and 10:00 a.m. – 10:00 p.m. on weekend days (Saturday-Sunday).

Available hours:

- 10 to 20 hours per week based on schedule and shift availability and the employee's availability. Hours will vary.
- The Observatory is closed to the public on Mondays, but some activities and special events are scheduled for Mondays.
- The Observatory School Program is conducted most Wednesday–Friday mornings during the school year.

Description of Duties:

- Provide customer service to guests over the phone and in person.
- Assist with way-finding and crowd control during both regular operations and emergency situations.
- May operate a computerized point of sale system to sell tickets to shows.
- Scan tickets for shows and assist in filling the Samuel Oschin Planetarium theater.
- Monitor guests to safeguard the facility and its exhibits, instruments, and grounds.
- Provide logistical support for the Observatory School Program.
- May be required to work outside in all weather conditions and stand for long periods of time.

Qualifications:

- Must be outgoing and possess outstanding oral communications skills.
- Excellent customer services skills and a desire to work with the public.
- Responsible and dependable.
- Computer knowledge preferred.
- Cash handling experience preferred.
- Must be available mornings, nights, weekends, and holidays as needed.

To Apply: Submit a City application to: Nicole Balonick, Senior Park Services Attendant
213-473-0818 (fax) nicole.balonick@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.