

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS



APSA I - Rental Hall Facilities Office and Event Monitor

Salary: \$21.50 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 position2s are part-time, at-will employees of the City of Los Angeles, Department of Recreation and Parks, who work at different Citywide Rental Hall locations to set up, clean and monitor for events. Hours vary Monday thru Sunday. All positions require availability of mornings 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.
- Utilizing computer to create quotes, respond to emails, and process payments.
- Writing reports and going over permit forms with responsible person(s).
- Able to lift and/or carry up to 35 lbs.
- Monitoring events to ensure safety of all guests and protect facility.
- Coordinate with security and bar service.
- Acting as liaison of facilities to guests.
- Perform other job-related duties as assigned.
- 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, have the ability to multi-task and be able to provide excellent customer service.
- Responsible and dependable.
- Computer knowledge and payment processing experience preferred.
- Willing to report to any facility to cover operational needs.
- Must be available some mornings, nights, weekends and holidays as needed.

Work Locations

Brand Park Community Center

15121 Brand Blvd.
Mission Hills, 91345

Friendship Auditorium

3201 Riverside Dr.
Los Angeles, 90027

Grace E Simons Lodge

1025 Elysian Park Dr.
Los Angeles, 90012

Griffith Park Visitor Center Auditorium

4730 Crystal Springs Dr.
Los Angeles, 90027

Lummis House

200 E Ave 43
Los Angeles, 90031

Orcutt Ranch Horticultural Center

23600 Roscoe Blvd.
West Hills, 91304

Wattles Mansion

1824 N. Curson Ave.
Los Angeles, 90046

To Apply: Submit a resume directly to the hiring supervisor at noe.gonzalez@lacity.org

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.