



City of Los Angeles Department of Cultural Affairs Administrative Services Division

JOB OPPORTUNITY NOTICE COMMUNITY & ADMINISTRATIVE SUPPORT WORKER II (PART-TIME)

Notice Open Date: June 18, 2024

Employer: City of Los Angeles

Department: Department of Cultural Affairs (DCA)

Division/Section: Administrative Services Division

Job Location: 201 N. Figueroa St. Los Angeles, CA 90012

Hourly Pay Rate: \$21.36

Weekly Schedule: TBD within the schedule of Monday – Friday; up to 20 hours per week

Summer Session: Through September 1st

Classification / Code: Community/Administrative Support Worker II (1113)

Type: Part-Time / 1070 (as-needed, 20 hours per week)

DEADLINE TO APPLY: Friday, June 28, 2024

PROGRAM OVERVIEW

The Department of Cultural Affairs (DCA) is seeking two part-time Community & Administrative Support Workers and/or Receptionists to alternate coming into work **IN PERSON** at DCA's Main Office located at 201 N. Figueroa Plaza, Suite 1400, Los Angeles CA 90012, as the Department's receptionists. These positions will be part of the Administrative Services Division and will be primarily responsible for greeting members of the public and conducting related administrative tasks in the office as needed.

DUTIES AND RESPONSIBILITIES

- Welcome visitors and address questions as needed by contacting pertinent DCA staff;
- Handle incoming deliveries and coordinate delivery of the items to DCA staff/facilities;
- Address building requests from DCA staff in the office;
- Transfer voicemails to appropriate DCA staff;
- Print out reports and City documents when requested by Executive Management;
- Ensure office supplies are fully stocked (weekly);
- Update DCA's Employee Telephone List for Distribution to all DCA Staff as needed;
- Serve as back-up to DCA's Exec. Admin. Assistant;
- Prepare correspondence letters, when assigned;
- Manage the schedule for the DCA's conference rooms;
- Assist with planning office events (ex: staff bonding events)
- Handle miscellaneous clerical work as requested

DESIRED QUALIFICATIONS

The candidates must possess excellent interpersonal skills with the ability to use Microsoft Office software and have general knowledge for using Google Docs. Ideal candidates will also have some knowledge of using social media and/or grant administration/writing experience. The candidates must be able to work independently, quickly, and follow City procedures.

CONDITIONS OF EMPLOYMENT

The job will be performed in person at DCA's main office located at 201 N. Figueroa Street, Suite 1400, Los Angeles, CA, 90012 in Downtown Los Angeles. Working hours are from 8:00 a.m. to 5:00 p.m. (includes 1 hour for lunch). The candidates will work 2-3 days a week for approximately 20 hours a week. The days to be asked to work are to be determined. This position must be able to lift 20 to 25 pounds and be able to conduct a variety of work assignments with various deadlines.

COVID-19 REQUIREMENTS

In accordance with Los Angeles City Ordinance 187134, candidates must meet the minimum requirement of being fully vaccinated against COVID-19 or receive an exemption and report their vaccination status prior to being hired by DCA. The ordinance is available at https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf.

HOW TO APPLY

Interested applicants should submit via email to alma.miranda@lacity.org by **Friday, June 28, 2024**, with the subject: COMMUNITY/ADMINISTRATIVE SUPPORT WORKER II/ (PART-TIME) the following:

- Resume
- Completed City application accessible via <http://per.ci.la.ca.us/Forms/Application.pdf>

Candidates must be available for interviews the week of July 1, 2024. (schedule TBD)

METHOD TO EVALUATE CANDIDATES

Selection will be based on a review of resume and applicable qualifications as well as an oral interview to evaluate candidates based on the desired qualifications related to skills, knowledge, abilities, and qualifications for the position. Interviewers may also contact present and former supervisors as part of a candidate's evaluation. All candidates will be notified regarding the final results of the selection process.

Due to the volume of applications that we receive, we are unable to respond to phone calls and emails regarding the status of applications and the recruiting process.