



# CITY OF LOS ANGELES

## Department of Recreation and Parks

Web Site: [www.laparks.org](http://www.laparks.org)



# SEASONAL PART-TIME JOB ANNOUNCEMENT

## SPECIAL PROGRAM ASSISTANT II

(Code No. 2415)

**THIS JOB OPPORTUNITY IS GIVEN TO FILL SUMMER 2021 POSITIONS ONLY**

**SALARY:** \$17.14/hour (The current salary is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

**DUTIES:** Performs custodial functions including the cleaning and maintaining of building and restroom facilities; removing trash and debris, sweeping floors, wiping all high-touch surfaces inside facilities, and other duties as assigned.

### REQUIREMENTS:

**AGE:** 18 years of age by June 7, 2021

**CERTIFICATION:** A valid California Driver's License is required

**AVAILABILITY:** Must be available for the following work schedules:  
Monday through Friday – 10:30 a.m. to 7:00 p.m.

**EXPERIENCE:** Previous maintenance experience is desired but not required

### APPLICATION INFORMATION:

1. Complete a Department Application: <http://laparks.org/spaapp>
2. Complete the following survey and upload the completed Department application.

Survey: <http://bit.ly/2021SPAI>

**DEPARTMENT OF HOMELAND SECURITY:** All new City employees must show satisfactory proof of identity and legal right to work in the United States.

- A. Document that shows identity only: valid California Driver's License;
- B. Documents that show employment eligibility only: Social Security card, original copy of U.S. birth certificate by a government agency with a seal.

All names and initials must match exactly when presenting one document from Category A and Category B. This includes, but is not limited to: spelling, titles, initials and surnames. Documents with missing information will not be accepted. All documents must be on hand at the fingerprint test location or submitted to the office immediately following the test.

### AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 473-9123.