



TEMPORARY EXEMPT JOB OPPORTUNITY

PROJECT ASSISTANT **Administration Division, Various Units**

DATE: September 08, 2022

TO: ALL CANDIDATES INTERESTED IN AN EXEMPT PROJECT ASSISTANT POSITION IN THE LA SANITATION & ENVIRONMENT (LASAN), ADMINISTRATION DIVISION, OF THE DEPARTMENT OF PUBLIC WORKS

APPLICATION DEADLINE: 4:00 pm on September 22, 2022

LOCATION(S): *Please refer to the following Position Descriptions*

MINIMUM REQUIREMENTS:

- Graduation from high school
- A valid California Driver's License is required

DUTIES AND RESPONSIBILITIES: *Please refer to the following Position Descriptions*

SKILLS, KNOWLEDGE, ABILITIES, AND PERSONAL QUALIFICATIONS:

Please refer to the following Position Descriptions

METHOD OF EVALUATING CANDIDATES:

Depending on the number of candidates who apply, all applications will be reviewed in order to identify candidates whose past and present work experience are most closely related to the duties and requirements. Candidates will be evaluated for their skills, knowledge, abilities, and personal qualifications as related to the position.

LASAN may contact present and former supervisors and may review candidates' personnel folders as part of the selection process. All candidates will be notified of the final results of the selection process.

HOW TO APPLY

Candidates interested in applying for these positions must email a City of Los Angeles job application. You can download an application online at: <http://per.lacity.org/Application.pdf>. The application must be scanned and emailed by the application deadline date and time to:

EMAIL: san.personnel@lacity.org

The subject line should read:

Project Asst – Various Units ATTN: Denise

All application materials must be received by 4:00 p.m. on September 22, 2022.



POSITION DESCRIPTION

PROJECT ASSISTANT Administration Division/Light Duty Unit

LOCATION:

Public Works Building, 9th Floor
1149 S. Broadway, Los Angeles, CA 90015

DUTIES AND RESPONSIBILITIES:

The employee in this position will assist the Light Duty Coordinator with daily activities related to employee light duty assignment and tracking. Specific duties include, but are not limited to the following:

- Checking/responding to emails
- Managing/reviewing/updating the database and status reports
- Preparing letters and Light Duty Forms

SKILLS, KNOWLEDGE, ABILITIES, AND PERSONAL QUALIFICATIONS:

The Light Duty Unit is interested in candidates who possess the skills, knowledge, abilities, and personal qualifications including, but not limited to the following:

- Working knowledge of Google Drive and Microsoft Office Suite
- Good communication skills, both oral and written
- Good organizational skills
- Ability to deal tactfully and effectively with City employees, vendors and contractors
- Ability to work alone and consistently meet deadlines
- Must be motivated, flexible and innovative



POSITION DESCRIPTION

PROJECT ASSISTANT

Administration Division/Watershed Protection Division Support

LOCATION:

Public Works Building, 10th Floor
1149 S. Broadway, Los Angeles, CA 90015

DUTIES AND RESPONSIBILITIES:

The employee in this position will provide support to the Watershed Protection Division. The daily activities are related to reviewing vendor invoices for payment. Specific duties include, but are not limited to the following:

- Reviewing invoices for accuracy in accordance with vendor contract
- Verifying that all required documents have been submitted for each invoice
- Contacting vendor for corrected, incomplete or missing documents or information
- Managing/reviewing/updating the databases and weekly status reports

SKILLS, KNOWLEDGE, ABILITIES, AND PERSONAL QUALIFICATIONS:

The Administration Division is interested in candidates who possess the skills, knowledge, abilities, and personal qualifications including, but not limited to the following:

- Working knowledge of Google Workspace and Microsoft Office Suite
- Detail oriented
- Good communication skills, both oral and written
- Good organizational skills
- Ability to deal tactfully and effectively with City employees, vendors and contractors
- Ability to work alone and consistently meet deadlines
- Must be motivated, flexible and innovative
- Prior experience with Accounting or invoice processing helpful, but not required



POSITION DESCRIPTION

PROJECT ASSISTANT **Administration Division/Satellite Purchasing Unit**

LOCATION:

Public Works Building, 9th Floor
1149 S. Broadway, Los Angeles, CA 90015

DUTIES AND RESPONSIBILITIES:

The employee in this position will be assigned to the LASAN Satellite Purchasing Unit. The employee will perform various Purchasing activities supporting the divisions within LASAN. Specific duties include, but are not limited to the following:

- Enter and maintain data in various computer databases
- Maintain purchasing records and files
- Assist in processing purchasing documents using the Financial Management System
- Research and resolve payment related problems with vendors and divisions
- Performs other duties as assigned

SKILLS, KNOWLEDGE, ABILITIES, AND PERSONAL QUALIFICATIONS:

The Satellite Purchasing Unit is interested in candidates who possess the skills, knowledge, abilities, and personal qualifications including, but not limited to the following:

- Ability to input data into various computer system applications once trained
- Ability to work independently, with minimal supervision, and provide accurate work status
- Ability to perform research, assemble data and perform basic mathematical computations
- Ability to deal tactfully and effectively with vendors, management, supervisors, and other department or city personnel
- Knowledge of MS Word, MS Excel



POSITION DESCRIPTION

PROJECT ASSISTANT Administration Division/Centralized Contracts Unit

LOCATION:

Public Works Building, 9th Floor
1149 S. Broadway, Los Angeles, CA 90015

DUTIES AND RESPONSIBILITIES:

The employee in this position will be assigned to the LASAN Centralized Contracts Unit. The employee will primarily perform data entry and report generation of contract information. Specific duties include, but are not limited to the following:

- Data entry of invoice documents into the Personal Services Contract System (PSCS) database
- Use computer systems (PSCS) to generate quarterly and monthly contract reports
- Maintain and update electronic contract and invoice logs/files
- Assist CCU staff in responding in a timely manner to inquiries from LASAN staff
- Perform other general administrative duties and projects for CCU, as assigned

SKILLS, KNOWLEDGE, ABILITIES AND PERSONAL QUALIFICATIONS:

- Detail oriented
- Good organizational and communication skills
- Prioritize assignments to complete work in a timely manner
- Must perform effectively in an environment with frequent workload changes
- Ability to work independently and consistently meet deadlines
- Proficiency in Google Docs, Adobe Acrobat, and Microsoft Office Suite

OTHER REQUIREMENTS:

Reliable attendance and punctuality are essential for this position's duties.



POSITION DESCRIPTION

PROJECT ASSISTANT

Administration Division/Environmental Learning Center at Hyperion

LOCATION:

Los Angeles Environmental Learning Center at Hyperion (ELC)
12000 Vista del Mar, Playa del Rey, 90293

DUTIES AND RESPONSIBILITIES:

The employee in this position will provide administrative and operation support, under the supervision of the ELC Administrative and Operation managers. Specific duties include, but are not limited to the following:

- Organize, plan, train, and coordinate tours and programs with environmental and educational partners
- Assist with designing and updating training programs directed at students, educators, and/or environmental organization members, course content, coordinate learning curriculum with local school districts, conduct assessment and analysis to identify new development needs
- Assist with managing and coordinating the maintenance activities of the ELC, inspect, and diagnose non-exhibit related ELC equipment and features on all floors of the ELC, including the equipment and electronics of the Learning Lab and Auditorium, and routinely operate and observe the exhibits and ELC center components during startup, daily operations, and end of business day for any needed upkeep and coordinate with contractor and/or plant staff as needed for maintenance and repair
- Interact with public and private groups/schools/organizations to schedule and conduct tours of the ELC. Assist with the schedule of group tours, speakers, and program events
- Assist with developing and implementing projects and programs with community and environmental partners to grow and expand LASANs mission
- Answer phones, and setup appointments via Gmail calendar and/or Gmail email. Will be required to conduct tours of the ELC, including all floors and rooms, and explain the features of each exhibit
- Perform light maintenance such as wiping/sanitizing each specific exhibit using microfiber clothes and green product cleaning solutions safe for monitors/glass, acrylics, and electronics

SKILLS, KNOWLEDGE, ABILITIES AND PERSONAL QUALIFICATIONS:

- Working knowledge of Google Workspace and Microsoft Office Suite
- Detail oriented
- Good communication skills, both oral and written
- Good organizational skills
- Ability to deal tactfully and effectively with the general public, school groups, stakeholders, and City employees
- Ability to work alone and consistently meet deadlines
- Must be motivated, flexible and innovative
- Experience with public speaking or giving guided tours, but not required
- Ability to implement relevant and meaningful learning experiences that engage visitors in exploring and keeping up with the fast moving world of sustainability and supporting LASAN's core programs and environmental initiatives