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: $17.88 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. every weekday (except Monday) and 10:00 a.m.–10:00 p.m. on weekend days (Saturday-Sunday).

Available Hours:
• 10 to 20 hours per week based on building needs, shift availability and the employee’s availability. Hours will vary.
• The Observatory is closed to the public on Mondays, but staffing is still required.
• The In-Person School Program is conducted most Thursday and Friday mornings during the school year.

Description of Duties:
• Provide customer service to guests in person and over the phone.
• 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 In-Person School Program.
• May be required to work outside in all weather conditions and stand for long periods of time.

Qualifications (must be at least 18 years old):
• Excellent customer services skills and a desire to work with the public.
• Must be outgoing and possess outstanding oral communications skills.
• Responsible and dependable.
• Computer knowledge preferred.
• Cash handling experience preferred.
• Must be available mornings, nights, weekends, and holidays as needed.

To Apply: Send cover letter and resume to: Melanie Nernberg, Park Services Attendant II melanie.nernberg@lacity.org

Deadline date to apply: Open until sufficient applications are received.