



CITY OF LOS ANGELES
Department of Recreation and Parks
EMERGENCY MANAGEMENT DIVISION

Web Site: www.laparks.org Email: rap.docdir@lacity.org

PART-TIME WORK OPPORTUNITY

ADMIN INTERN I

(Code No. 1535)

This is an exempt, at-will position. The individual appointed to this position will not accrue civil service tenure.

SALARY: \$21.64/hour (The current salary is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer).

DUTIES: Perform routine work in collecting, analyzing data and preparing reports on administrative, fiscal impact, organizational, and planning matters. Receives experience leading to advancement in the fields of emergency management and administrative analysis or does related work. Assist in the review of emergency plans, annexes and the creation of table top and functional exercises for the Emergency Management Division.

REQUIREMENTS:

1. **EXPERIENCE:** Applicants must have completed at least three (3) years of education in a 4-year college or university, majoring in emergency management, emergency services homeland security, or public administration.

2. **EXAMINATION:**

ESSAY: Qualifying A self-assessment essay of 500-1000 words is required and will be evaluated based on content, subject development, depth, and organization. This essay should discuss your current or future role in emergency management and homeland security, and the reason you are seeking to work in this field after completing your internship. It should also cover the following:

What you believe will be your future contributions to the field of emergency management; and
What you would hope to accomplish during your internship with the department, and why you wish to intern here.

We will use the information you provide about your experience, motivation, and intentions to assess your potential contributions to the future of the department and field.

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(OVER)

To score high on the self-assessment essay, you must demonstrate an understanding of homeland security and emergency management (as you define the terms). Your experiences described in the paper and your resume should demonstrate a solid commitment to public service. The essay and examples should stress the relevance of your current position or education as it relates to public service and the impact you want to have.

ORAL INTERVIEW: 100%

3. ONLINE REGISTRATION:

Interested applicants should register online using the link
<https://bit.ly/3pQ0n2Z>

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The application period is scheduled to close on April 22, 2022 by 4:00p.m

GOOGLE HANGOUT VIDEO INTERVIEW

**INFORMATION WILL BE EMAILED TO
APPLICANTS**

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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 the hiring City department. The ordinance is available at https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf.