

City of Los Angeles Department of Recreation and Parks
Park Services Division
Park Film Office

JOB TITLE - CLASS/PAY: Park Activity Monitor – 0834 \$25.12 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.)

JOB LOCATION: Travel and work in any location within the City of Los Angeles Recreation and Parks.

JOB DESCRIPTION: Park Activity Monitors are responsible for overseeing film production companies, students, press, non-profit organizations and government entities that have been issued a permit to film at City of Los Angeles Recreation and Parks property.

JOB ACTIVITIES: Permit enforcement which may include:

- ensuring restrictions are being followed
- foreseeing safety issues or unusual conditions
- preventing damage by users
- provide gate and or traffic monitoring
- conferring with event organizers, city personnel and other monitors
- responding to questions pertaining to park property and use
- liaison between event personnel, park patrons and other city personnel
- inspecting and determining acceptability of completed work after activities
- completing in detail all reports and payroll documentation

JOB SKILLS REQUIRED: Candidates must be professional, courteous, dependable, and punctual and customer service focused. Must possess excellent written and oral communication skills, multi-task and work with large groups. Monitors must be able to work independently with little or no direct supervision.

JOB QUALIFICATIONS:

- Candidates must possess a high school diploma or equivalent and be at least 18 years of age.
- A valid California Class C Drivers License.
- Must have reliable, personal transportation
- Must have personal cell telephone
- Ability to physically function in severe working conditions out of doors, ability to hear, ability to stand and walk for extended periods

QUALIFIED CANDIDATES SHOULD SUBMIT THEIR RESUMES BY:

Mail:

Park Film Office
4730 Crystal Springs Drive
Los Angeles, CA 90027

OR

Email:

donna.choi@lacity.org AND nicole.robottom@lacity.org

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As a covered entity under Title II of the American with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.