



**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CABRILLO MARINE AQUARIUM**



Administrative Intern – IT assistance

(1 position available)

Salary: \$21.64/hour

The Department of Recreation and Parks is recruiting for one Administrative Intern, who is a part-time, at-will employee to work a maximum of 1040 hours per year at the Cabrillo Marine Aquarium.

AVAILABLE HOURS/LOCATION:

- 10-20 hours per week based on the budgetary and operational needs of the Department
- Cabrillo Marine Aquarium, 3720 Stephen M White Dr., San Pedro, CA 90731

DESCRIPTION OF DUTIES:

- Work closely with Department IT and Aquarium staff to provide technical help/guidance to users resolving IT issues
- Able to install, configure and deploy PC hardware and software to end users
- Respond and provide technical assistance with virtual classes and exhibits
- Perform equipment inspection and inventory on a regular basis
- Assist in audio visual equipment for events, movies and other functions
- Must be able to communicate effectively
- Must be efficient and work in a timely manner to organize and prioritize program needs
- Resourceful and effective in multi-tasking resulting in accomplished results
- Must be able to work some weekends and nights

QUALIFICATIONS:

- Knowledge of networking fundamentals, wireless equipment installation and troubleshooting
- Knowledge of installation and troubleshooting audio equipment
- 12 semester units (or 18 quarter units) or equivalent from a recognized college or university in Computer Science, Computer Information Systems or related field is required
- Able to physically lift and transport standard PC hardware and printer equipment (50 lbs.)
- Able to work under desks to install and inventory equipment
- Must possess a valid California Driver's License and a good driving record
- Must be responsible, dependable, and communicative with supervisory staff
- Ability to follow directions and work under minimum supervision

Please email your resume to, martha.vacaperez@lacity.org

Deadline May 7, 2021 or until sufficient applications are received

An Equal Employment Opportunity Employer

As a covered entity under the Title II of the Americans 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