



CITY OF LOS ANGELES
Department of Recreation and Parks
CITYWIDE AQUATICS DIVISION
Web Site: www.laparks.org Email: citywide.aquatics@lacity.org



PART-TIME JOB ANNOUNCEMENT - SPA II

Special Program Assistant II (Code No. 2415)

This position is exempt from civil service.*

OPEN TO FILL ONE POSITION - AVAILABLE IMMEDIATELY - CITYWIDE AQUATICS OFFICE AT CSY

SALARY: \$18.36 /hour

The Department of Recreation and Parks is recruiting a Special Program Assistant II (SPA II) for Citywide Aquatics, located at the Central Service Yard (CSY), 3900 Chevy Chase Drive, Los Angeles. SPA II's are part-time, at-will employees throughout the City of Los Angeles.

HOURS: Looking for someone who can work 16-20 hours per week, depending on operational needs.

DESCRIPTION OF DUTIES: Maintain the Citywide Aquatics Office (mostly indoor), perform custodial functions (cleaning the building, individual offices and conference room, restrooms, kitchen and public areas), remove litter and empty all trash receptacles.

QUALIFICATIONS: Must possess a valid California Driver's license and a good driving records; must be available to work 16-20 hours during the week (morning and/or afternoon); must be responsible, dependable, and have a "can-do" attitude; ability to understand and follow direction; ability to work under minimal supervision; ability to get along well with others and be a team player; ability to safety use cleaning products; some knowledge and experience in custodial duties is highly desirable.

TO APPLY: Please send an email to citywide.aquatics@lacity.org with the subject "SPA II" with your contact information (full name, email address, cell phone number, best way to reach you) and a bit about yourself (experience in the field, availability for the job, etc.). If you have a resume, please attach it to the email.

DEADLINE TO APPLY: Open until sufficient applicants are found.

FOR MORE INFORMATION EMAIL CITYWIDE AQUATICS AT : citywide.aquatics@lacity.org

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome. Applicants or employees who believe that they have been discriminated against are encouraged to contact the Office of Discrimination Complaint Resolution at (213) 473-9123. For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding

COVID-19 vaccination requirements as conditions of employment may be found at:

https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf (Download PDF reader).

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER