

**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: \$23.92 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 position 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. on most weekdays (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 Observatory School Program is conducted most Wednesday–Friday mornings during the school year.

Description of Duties:

- Provide customer service to guests over the phone and in person.
- 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 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):

- Must be outgoing and possess outstanding oral communications skills.
- Excellent customer services skills and a desire to work with the public.
- 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: Jacqueline.Merchain@lacity.org

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