

**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS**



Griffith Observatory

2800 East Observatory Road, Los Angeles, CA 90027

Assistant Park Services Attendant II (APSA II) – Building Operations

Salary: \$24.59 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 II positions 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 schedule and shift availability and the employee’s availability and ability. Hours will vary.
- The Observatory is closed to the public on Mondays, but activities and special events are scheduled for Mondays and shifts are needed.
- The Observatory School Program is conducted most Wednesday–Friday mornings during the school year.

Description of Duties:

- **An APSA II acts as a lead employee to provide direction and assistance for APSA Is involved in:**
 - Providing high-quality customer service to guests in person and over the phone.
 - Assisting with way-finding and crowd control during regular operations and emergency situations.
 - Operating a computerized point of sale system to sell tickets to shows.
 - Scanning tickets for shows and assisting in filling the Samuel Oschin Planetarium theater.
 - Monitoring guests to safeguard the facility and its exhibits, instruments, and grounds.
 - Providing logistical support for the Observatory School Program.
 - Assisting with traffic management as needed.
 - An APSA II may be required to work outside in all weather conditions and stand for long periods.

Qualifications:

- 18 years of age or older
- Minimum of 2 years supervisory experience required.
- Minimum of 2 years customer service and cash handling experience required.
- Experience using a point-of-sale purchase system required.
- Experience supervising 10 or more employees.
- Experience organizing and managing a daily schedule.
- Proficient in Microsoft Excel, Word, PowerPoint, and basic computer skills.
- Excellent customer services skills, initiative and tact, and a desire to work with the public.
- Responsible and dependable.
- Must be available mornings, nights, weekends, and holidays as needed.
- Strong leadership skills, outstanding written and oral communications skills, and ability to multi-task.

To Apply: Send cover letter and resume to: **Andy Escobar**, Senior Park Services Attendant at andy.escobar@lacity.org Applications will be accepted until the positions are filled.

An Equal Employment Opportunity Employer

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.

Last Day to Apply: Open until position is sufficient

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