

**Department of Recreation and
Parks City of Los Angeles
Admin Intern IT Support**

Job Position: Admin Intern Part-Time Position for IT Support

Location: Central Service Yard
3900 Chevy Chase Dr. Los Angeles, CA 90039

Hours and Availability: 20 hours a week

Job Description

This is a part-time, paid position with the City of Los Angeles, Recreation and Parks IT Support Team. The position requires driving; therefore, a valid California driver's license is required. A majority of the job is Helpdesk support level 1 and 2, with some more complicated tasks.

IT Support

Provide support for department employees at multiple locations throughout the City of Los Angeles.

Qualifications/Requirements:

- Pursuing an Associate, Bachelor's or Graduate degree at an accredited College/University (or equivalent); Majoring in MIS, CIS, CS or related field
- Experience installing hardware and software in a Windows environment
- Knowledge of networking fundamentals, wireless and Windows Operating Systems
- Troubleshooting skills
- Ability to work and coordinate with the team

Duties include:

- Installation, configuration and deployment of PC hardware/software to end users. Applicant must be able to lift and transport computer equipment (up to 50 lbs.)
- Provide technical assistance to users via telephone or in person
- Perform desktop support functions
- Troubleshoot hardware and software issues
- Perform site inspection and equipment inventory as required
- Work with help desk application and respond to field IT calls
- Prepare technical and user manuals

To Apply:

Please email your resume to:
Peter Kearns
Email: peter.kearns@lacity.org

Last Day To Apply: Until Position is Filled