

**EXPO CENTER**

3980 Bill Robertson Lane  
Los Angeles, CA 900037  
(213)763-0114

**Recreation Assistant- Special Events Office**

*Current Los Angeles City Employees*

**Positions Needed:** 1 Position

**Available Dates/Days/Times:** Monday- Friday | 6am-11pm (*Hours May Vary*)

**Description of Duties:**

Serves as the front-line staff for the Special Event Department at the EXPO Center. Responsibilities include answering a multi-line phone system, processing permit reservation, permit payments, filing invoices, processing refunds, updating staff work schedules, and must be able to operate basic office equipment, including phone, copy and fax machine and any duties that the Supervisor deems necessary. Perform light custodial duties. Have a working knowledge of Facility Reservation System. These hours are for a substitute staff member when the scheduled staff calls off work or uses vacation time.

**Qualifications:**

Ability to lift 25-50 pounds.  
Able to interact with the public in a positive and professional matter.  
Experience working with the community.  
Ability to have good communication skills (oral and written).  
Work well with others.  
Ability to be on time and ready to work  
Ability to complete a task without being instructed. Spanish speaker is a plus.

**To Apply:** Send Resume to:

David Johnson  
Expo Center  
3980 Bill Robertson Lane  
Los Angeles, CA 90037  
(213)763-0114 ext. 260  
Email: [David.johnson@lacity.org](mailto:David.johnson@lacity.org)

**Last Day to Apply:**

April 28<sup>th</sup>, 2026