

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****PROJECT ASSISTANT, 1542**

**Summary of Duties:** A Project Assistant performs a variety of entry-level professional work for a special project or a program such as planning and implementing the delivery of program services, performing client in-take, compiling data regarding the program, preparing reports, publicizing the program, and other duties associated with special projects and programs. A Project Assistant may monitor and coordinate programs or projects that have well defined guidelines or procedures.

**Distinguishing Features:** A Project Assistant is normally employed on an exempt basis or in an emergency appointment. Examinations will not be conducted for this class. A Project Assistant may be used in connection with grant funded, fee supported, or other City programs.

**Requirements:** It is anticipated that the requirements for any particular position within this class will be tailored to the specific needs of the department and to the complexity and difficulty of the duties that will be required of that position. Incumbents would normally have specific educational background and/or work experience necessary to perform the duties for any particular position.

**License:** A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**