



## **EVENT ATTENDANT PART-TIME WITH BENEFITS OPPORTUNITY NOTICE**

### **Water Reclamation Division Japanese Garden**

**DATE:** January 2, 2019

**TO:** INTERESTED CANDIDATES

**APPLICATION DEADLINE:** Open until sufficient applications are received.

#### **LOCATION:**

Donald C. Tillman Water Reclamation Plant/The Japanese Garden  
6100 Woodley Avenue, Van Nuys, CA 91406

#### **MINIMUM REQUIREMENTS:**

- Valid CA Driver's License (to operate City vehicles)
- Ability to lift and maneuver banquet tables, chairs canopies, weight bags, display cabinets
- Familiarity with PC and MAC computers
- Ability to interact with public and enforce rules while maintaining professional attitude
- Handle cash and support volunteer program as needed
- Work with minimal supervision and maintain a professional appearance

#### **DUTIES AND RESPONSIBILITIES:**

- Monitor and set-up/break down for rentals and special events
- Light janitorial of restrooms and facilities
- Direct parking and visitors
- Assist with scanning and organizing garden archives
- Accident reports for visitors who injure themselves
- Open and closing of Shoin Building panels and securing various facilities
- Oversee meetings in conference room
- Oversee self-guided tour program Sunday-Thursday
- Acquire supplies as necessary for support of volunteer programs and other related items
- Lead guided tours of Japanese Garden
- Act as security at North Gate in absence of contract security
- Gift Shop Support
- Other duties as assigned by the supervisor

#### **SKILLS, KNOWLEDGE, ABILITIES AND PERSONAL QUALIFICATIONS:**

- Macintosh and PC literate
- Public relations skills; Multi-lingual desired
- Adaptability to changing needs and conditions
- Strong ability to organize and coordinate
- Good communication skills and maintaining a professional presentation in difficult situations
- Retail Shop experience(desirable)
- Event coordination (desirable)
- Ability to lift up to 90 pounds
- Ability to make change, process credit card transactions, balance cash register
- Follow set-up and other instructions
- Available to work weekends

## **METHOD OF EVALUATING CANDIDATES**

Depending on the number of candidates who apply, all City applications will be reviewed in order to identify candidates who's past and present work experience are most closely related to the duties and requirements. Candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications as related to the position.

Final selection will be based on an oral interview. In addition, the interviewers may contact present and former supervisors and may review candidates' City of Los Angeles personnel folders as part of the selection process. All candidates who are interviewed will be notified of the final results of the selection process.

## **HOW TO APPLY**

Candidates interested in applying for these positions must email a City of Los Angeles job application. You can download an application online at: <http://per.lacity.org/Application.pdf>. The application must be scanned and emailed by the application deadline date and time to:

EMAIL: [san.personnel@lacity.org](mailto:san.personnel@lacity.org)

The subject line should read:

Event Attendance PT w/Benefits ATTN: Reyna

**Open until sufficient application are received.**

Posted: Jan 2019