



City of Los Angeles

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City of Los Angeles Personnel Department

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SENIOR PARK SERVICES ATTENDANT

Class Code: 2422

Open Date: 12-05-14

ANNUAL SALARY

\$43,931 to \$64,226

NOTE:

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

A Senior Park Services Attendant supervises Park Services Attendants and other employees engaged in operating a variety of City-owned entrepreneurial public service operations which collect revenue and are located in City parks, golf courses or other recreational facilities, such as the Los Angeles Zoo and Park Film Office; coordinates and is responsible for the daily operation and condition of the facility; assigns, reviews, and evaluates the work of employees in assisting the public at City parks and recreational areas and personally handles the more difficult public contact situations; performs routine auditing functions; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity responsibilities.

NOTE:

Senior Park Services Attendants will be required to work weekends, holidays, and nights on a regular basis.

REQUIREMENT

Two years of full-time paid experience with the City of Los Angeles as a Park Services Attendant or in a class at that level which provides experience collecting cash from the public, accounting for such collections, and providing public service in a customer service environment.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. A valid California driver's license is required prior to appointment. Applicants will be disqualified and not eligible for hire if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
3. Candidates may be subject to a thorough background investigation prior to appointment.

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, DECEMBER 18, 2014.**

SELECTION PROCESS

Examination Weight: Essay **Advisory**
Interview **100%**

The examination will consist of an advisory essay and an interview. The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training, and personal qualifications as they demonstrate the knowledge of: methods, procedures, problems, merchandise, supplies, materials and equipment involved in the operation of park and amusement facilities; rules, regulations, procedures and policies relating to commercial activities, including sale of merchandise and collecting cash; purchasing, storekeeping, and stock control methods; elementary accounting methods and basic principles of business management; pertinent City and Personnel Department rules, policies, and procedures, including Memoranda of Understanding and Equal Employment Opportunity; fundamental principles and practices of supervision including planning, delegating, motivating, training, evaluating and disciplining employees; the ability to direct and coordinate the work of groups of employees engaged in a variety of park and amusement facilities operations and commercial activities; conduct investigations relating to commercial activities and make recommendations; prepare reports of business activities, cash receipts, employees' time and materials used; pay close attention to details; deal tactfully and effectively with the public, vendors, and employees; and other necessary skills, knowledge, and abilities.

At the time of the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Senior Park Services Attendant. This material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay session may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their writing exercise responses.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **FEBRUARY 9, 2015 TO FEBRUARY 20, 2015**.

NOTES:

1. Seniority credit at the rate of 0.25 of a point for each year of continuous City service will be added to the weighted test score of each candidate.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City employment application by Personnel Department staff to ensure that minimum requirements are met.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.