CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

Griffith Observatory

2800 East Observatory Road
Los Angeles, CA 90027
https://griffithobservatory.org/

<u>Admin Intern I – Systems</u>
Description of Position

Salary: $22.08 - $23.95 per hour
(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

An Observatory **Admin Intern (Systems)** is a part-time, at-will employee of the City of Los Angeles, Department of Recreation and Parks, working at Griffith Observatory. The Observatory is normally open to the public six days a week, 12:00 noon – 10:00 p.m. Tuesday-Friday and 10:00 a.m. – 10:00 p.m. Saturday-Sunday.

Available Hours:
- From 15 to 20 hours per week based on schedule and shift availability and the employee's availability and ability – there is no minimum guarantee of the number of hours worked. Hours will vary.
- The Observatory is closed to the public on Mondays, but some activities and special events are scheduled for Mondays. The Observatory School Program normally takes places most Wednesday-Friday mornings during the school year.
- The projected shift times for this particular position range from 9:00 a.m. to 9:30 p.m. based on the candidate's availability. Weekend hours may be required.

Description of Duties:
- Work as-needed at Griffith Observatory and provide Systems technical support for all facets of the building, including ticketing, exhibits, security, office computers, show production, etc.
- Install, configure, and deploy PC hardware and software to end users. Ability to physically lift and transport standard PC hardware and printer equipment (maximum 50 lbs).
- Perform desktop support functions. Troubleshoot hardware and software issues. Knowledge of TCP/IP network, various Windows Operating Systems, and MS Office software such as Word, Excel, PowerPoint, and Publisher.
- Duties may also include troubleshooting equipment, assisting with exhibit repairs, etc.

Qualifications:
- Completion of at least three years of education in a recognized four-year college/university is required.
- Experience in office systems equipment, software, and processes is required.
- Experience in programming, networking, production systems, and audio/video is desirable.

To Apply:
Send cover letter and resume to: Jennifer Wong, Secretary
jennifer.wong@lacity.org
Deadline date to apply: Open until sufficient applications are received.