



**ECONOMIC AND WORKFORCE DEVELOPMENT DEPARTMENT
PART-TIME (EXEMPT) EMPLOYMENT OPPORTUNITY**

COMMUNITY ADMINISTRATIVE SUPPORT WORKER II (1113)

Workforce Development Board

Salary: \$15.36 per hour

OVERVIEW

The Economic and Workforce Development Department (EWDD) is currently accepting applications to fill one (1) Community Administrative Support Worker II (CASW II) position to provide administrative support to the Workforce Development Board (WDB) staff. The position is limited to 25 hours of work per week and will not exceed 990 hours of work per service year.

RESPONSIBILITIES

The primary responsibilities of this position will include, but are not limited to:

- Answer main phone line, respond to public inquiries, and provide general customer service.
- Assists in managing calendars and appointments of WDB staff.
- Provide assistance before, during, and after board meetings with copying materials, arranging services, room set-up and breakdown, etc.
- Maintain WDB website, social media, and email accounts.
- Research and gather data for WDB Committee reports.
- Other assignments and duties as needed.

REQUIREMENTS

- High school graduate, or equivalent.
- Ability to type a minimum of 30 words per minute.
- Proficient in Microsoft Office Suite applications.
- Must be able to follow instructions given both orally and in writing.

Possession of a valid California Driver's License and a good driving record are also required.

SKILLS AND ABILITIES

- This position requires effective oral and written communication skills.
- Excellent customer service skills.
- Ability to organize and prioritize multiple assignments.
- Experience working in a professional environment.
- Ability to work under minimal supervision.
- Ability to work well under tight deadlines.

Candidates must meet the minimum eligibility requirements by the application deadline date.

HOW TO APPLY

Interested candidates should immediately submit the following by email:

1. Résumé detailing applicable background and work experience.
2. Completed City of Los Angeles job application (revised version dated 05/2014). Applications may be accessed at per.lacity.org/appform.htm

Incomplete applications, older versions of the City job application, or those stating “see résumé” for work experience will not be accepted.

The email must be sent to zina.abram@lacity.org. The subject line of the email must read: “EXEMPT EMPLOYMENT OPPORTUNITY – CASW II WDB, (Applicant’s name)”.

Only electronic submittals will be accepted. Any information submitted by mail, fax or in-person will not be considered.

Applications and résumés will be reviewed for candidate’s experience and qualifications as it relates to the duties and responsibilities described above; a screening process may be applied to determine a reasonable number of candidates with the most relevant background and experience to interview. Only the most qualified candidates will be invited to participate in the interview process for further evaluation.

A position description will be provided to candidates at the interview.

APPLICATION DEADLINE

Filing period may close at any time once sufficient applications are received.

As a covered entity under 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. Please call (213) 744-9300 if you need assistance.

This is an exempt, at-will position. The individual appointed to this position will not accrue any Civil Service tenure, contractual employment rights, or due process rights. The incumbent may be removed at any time, without any finding of cause, by the hiring authority.