

# IT PROJECT ASSISTANT-\$20-22/HOUR\*



**TEMPORARY EMPLOYMENT OPPORTUNITY WITH POTENTIAL FOR PERMANENT FULL-TIME\***

\* subject to change

## REQUIREMENTS

Experience in Computer Science, Information Systems, or Geographical Information Systems

OR Knowledge of:

- Implementation or major modification of new or existing computer-based systems or relational databases; or
- Support for large-scale computer-based information system; or
- Instrumentation and process control systems
- How to perform system implementation activities including software and hardware acquisition, installation, modifications to system configuration, system and application upgrade installation
- Data analysis tools such as Microsoft BI, Tableau, Business Objects, etc.

## DUTIES

An IT Project Assistant performs a variety of entry-level professional work and will be trained to assist with the operations, maintenance and support of existing computer-based information and control systems. Other duties may include preparing inter-office or departmental memos, letters, emails, reports and other general office duties as necessary.

## METHOD OF EVALUATING CANDIDATES

Resumes will be reviewed in order to identify candidates whose qualifications and experience are closely related to the position's duties and responsibilities. Candidates will be interviewed for their skills, knowledge, abilities, and personal qualifications. Current and former supervisors may be contacted as part of the evaluation process.

**DO YOU THINK OUTSIDE THE BOX?**

**DO YOU ENJOY A FAST-PACED DYNAMIC ENVIRONMENT?**

**DO YOU WANT TO FURTHER DEVELOP YOUR TECHNICAL KNOWLEDGE?**

**DO YOU ENJOY WORKING WITH THE LATEST STATE-OF-THE-ART TECHNOLOGY?**

## DON'T WAIT! APPLY TODAY!

Interested candidates must submit 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 to: [SAN.PERSONNEL@LACITY.ORG](mailto:SAN.PERSONNEL@LACITY.ORG)

**See full job listing at [www.lacitysan.org/careers](http://www.lacitysan.org/careers)**





## **EXEMPT EMPLOYMENT INFORMATION SHEET**

Thank you for applying with the City of Los Angeles – LA Sanitation. Your interest is greatly appreciated. The applications we are currently accepting are for future vacancies. Please take a few moments to read this information sheet:

### **IMPORTANT INFORMATION REGARDING “EXEMPT” EMPLOYMENT**

The positions we are hiring for are considered “Exempt”. Total work hours are limited to less than 1,000 hours in a service year. A service year begins on the start date of employment and on each anniversary date thereafter. These hours could be worked or assigned consecutively or intermittently and there is no minimum guaranteed number of hours per week or per year. The incumbent will not accrue any civil service tenure, contractual employment rights, or due process rights and may be terminated, without any finding of cause, at any time. Work hours vary depending on the assignment and operational need.

### **What happens to your application after you submit it?**

- Your application will be reviewed by LA Sanitation – Personnel Services Section staff
- Your application will be kept on file for a maximum of 6 months for any future job openings.

### **As job openings occur, Personnel Services Section will:**

- Screen applications for minimum qualifications related to the job vacancy notice. If you meet these qualifications, your application will be forwarded to the division that has the position for further review.
- If you are selected for an interview, Personnel Services Staff will contact you to schedule the interview.

Please note that due to the tremendous volume of inquiries, we are unable to provide a reply to every individual inquiry we receive regarding receipt of applications and position status.

Incomplete applications may not be considered. It is the applicant’s responsibility to insure that the application is received within the posting period.

**The City of Los Angeles is an Equal Employment Opportunity Employer**