



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Community Services & Development Bureau
1200 West 7th Street, 9th Floor, Los Angeles, CA 90017
tel 213.928.9071 | fax 213.808.8999
hcidla.lacity.org

October 16, 2019

OFFICE OF TRAFFIC SAFETY STUDENT PROFESSIONAL WORKER

QUALIFICATIONS: Current college student (2.0 GPA) or recent graduate, ages 18-24. Preferred: Customer Service, work with children, youth and/or senior citizens especially in low income communities and residents of diverse ethnic and cultural backgrounds. Desirable: Fluent in both English and Spanish.

DUTIES AND RESPONSIBILITIES: Under close supervision, assist staff to provide education and demonstration of proper use of child safety seats, bicycle helmets and other safety equipment. Duties include, but are not limited to:

1. Studying and becoming versed in rules and regulations on proper selection and installation of child safety seats and pedestrian and bicycle safety
2. Verifying receipt, cataloging, loading and unloading child safety seats, helmets and other safety equipment (up to 25 lbs.)
3. Registering residents applying for equipment and/or attending workshops and events
4. Administrative duties such as creating, duplicating and distributing materials; responding to emails and phone messages

POSITION IMMEDIATELY AVAILABLE: Position terminates September 30, 2020. Employee may work up to 40 hours each week, including weekends. Total hours may not exceed 900.

PAY: \$15.23 per hour. No benefits.

LOCATION: Housing + Community Investment Department, 1200 West 7th Street, 9th Fl, Los Angeles CA 90017. Assignment includes accompanying staff to various locations throughout the City. Onsite parking available with payment of a fee.

APPLICATIONS ACCEPTED: *Please complete City application:*

<http://per.lacity.org/application.pdf>

Email to Olivia.mitchell@lacity.org

or

Mail to: Olivia Mitchell, ATTN: OTS STUDENT PROFESSIONAL WORKER, HCIDLA, 1200 West 7th Street, 9th Fl., Los Angeles, CA 90017